

SCHOOL DISTRICT 27J
CLASSIFIED POSITION JOB DESCRIPTION

Job Title: Paraprofessional, Office
Date Prepared or Last Modified: December, 2018, Reviewed December 2021
Work Year: 9 Month
Department: Elementary, Middle, K-8 & High School
Reports To: Principal

SUMMARY: Provide first-class customer service to all students and visitors. Demonstrate initiative and the desire to work as an effective team member in order to support the daily operations of the school building.

ESSENTIAL DUTIES AND RESPONSIBILITIES: include the following. Other duties may be assigned.

D 60% Client Services: Primary responsibility will be to welcome students, parents and visitors into the office and manage their checking in and out on a daily basis. Answer office phones, take messages and provide information to callers. Manage daily attendance of students and communicate with teachers to ensure that attendance is completed in a timely manner. Manage the checking in of parents and visitors and working within the structures of the building and the district to verify whether it is safe to grant them access to the building. Support Health Para and provide back up with student's medical needs including first aid, administering medication and assisting ill students.

D 35% Office Operations: Under direction of the school secretary, assist with regular routine management of the office such as mail distribution, sorting documents, distributing papers to be sent home with students, work orders, etc. Support office staff and administration with typing correspondence, memos, and letters. May also translate documents and communication from English to Spanish.

Ongoing 5% Perform other duties as assigned.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: No experience required.

SKILLS, KNOWLEDGE, & EQUIPMENT: Basic math and accounting skills; personal computer and keyboarding; and organizational skills. Intermediate oral, written and English language skills; and critical thinking and problem solving skills. Advanced interpersonal relations, customer service and public relations skills. Ability to manage confidentiality in all aspects of job. Ability to manage multiple priorities and manage multiple tasks with frequent interruptions. Ability to diffuse and manage volatile and stressful situations. Prefer Microsoft office and copier experience. Operating knowledge of schools Infinite Campus system within 3 months after hire.

CERTIFICATES, LICENSES, & REGISTRATIONS CPR and First Aid certifications required within 3 months after hire.

SUPERVISION/TECHNICAL RESPONSIBILITY This job has no supervisory responsibilities.

The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL DEMANDS While performing the duties of this job, the employee is regularly required to stand, walk, sit, stoop, kneel, crouch or crawl. The employee frequently is required to use hands to finger, handle, or feel; reach with hands and arms, talk, and hear. The employee is occasionally required to climb or balance and smell. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, depth perception and ability to adjust focus.

WORK ENVIRONMENT While performing this job you will occasionally be exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

MENTAL FUNCTIONS While performing the duties of this job, the employee is regularly required to copy, coordinate, and compute. Frequently required to communicate, use interpersonal skills, compile and negotiate. Occasionally required to compare, and analyze.