

**SCHOOL DISTRICT OF BAKER COUNTY**

**JOB DESCRIPTION**

**OFFICE AIDE, INSTRUCTION / CURRICULUM DEVELOPMENT SERVICES**

**QUALIFICATIONS:**

- (1) High School Diploma or equivalent.
- (2) Demonstrated proficiency in typing and word processing.
- (3) Clerical or secretarial experience preferred.

**KNOWLEDGE, SKILLS AND ABILITIES:**

Good knowledge of business English, punctuation, arithmetic and spelling. Good knowledge of and ability to use modern office practices and procedures. Good knowledge of record-keeping methods, practices and procedures. Working knowledge of departmental or school rules, regulations and policies. Ability to work independently and to carry out assignments to completion with minimum instructions. Ability to work well with others and to assist the school public cooperatively and courteously. Skill in the application of modern office techniques and practices. Skill in the use of a typewriter / computer and in the use and care of pertinent office machines and equipment. Able to meet and deal with public. Able to perform multiple tasks in stressful situations.

**REPORTS TO:**

Director, Student Services and Exceptional Student Education

**JOB GOAL**

To perform assigned duties to assure the efficient processing of ESE records and to assure the smooth operation of the office.

**SUPERVISES:**

N/A

**PERFORMANCE RESPONSIBILITIES:**

- \* (1) Maintain a high level of confidentiality of student information.
- \* (2) Type and copy psychological reports.
- \* (3) Maintain ESE records; review for sufficiency, obtain necessary signatures and route appropriately.
- \* (4) Obtain, gather and organize pertinent data as needed and put in usable form.
- \* (5) Type form letters and other correspondence based on information from records and files.

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**OFFICE AIDE, INSTRUCTIONAL / CURRICULUM DEVELOPMENT SERVICES (Continued)**

- \* (6) Prepare reports and forms.
- \* (7) Provide information and assistance to parents, counselors, teachers, therapists, etc.
- (8) Participate in in-service training programs as required.
- \* (9) Use effective, positive interpersonal communication skills.
- (10) Perform other incidental tasks consistent with the goals and objectives of this position.

**PHYSICAL REQUIREMENTS:**

Light Work: Exerting up to 20 pounds of force occasionally and/or up to 10 pounds of force as frequently as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 3**