



Franklin Pierce Schools

Job Description

POSITION TITLE: Office Assistant - Elementary

JOB SUMMARY: The Elementary Office Assistant is responsible for assisting the Elementary Office Manager and Principal; responding to inquiries from students, staff, and public; preparing, distributing, and processing documents; inputting data; maintaining records and files; assisting in health room.

ESSENTIAL JOB FUNCTIONS:

- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.
- Prepares, processes, and distributes documents (correspondence, forms, newsletters/bulletins, student data, reports, schedules, etc.) to provide information to district staff, students, parents, and the public in order to meet district, state, and federal requirements.
- Inputs data into computer system (e.g. student enrollment, attendance, student information, etc.) to maintain current and accurate information for access by others.
- Maintains office/school supply inventory to ensure adequate supplies and materials are available to students and staff.
- Maintains office equipment and adequate supplies; orders office equipment supplies as necessary to meet school needs.
- Maintains files and records (e.g. student files, discipline reports, absence reports, payroll, etc.) to provide current and timely information.
- Assists elementary office manager and assumes responsibility in absence, as required.
- Assists school principal with daily operations, as required, (e.g. securing substitutes, building emergencies, student discipline, attendance, overseeing students in the office, enrollment, etc.) to ensure a safe and welcoming environment for students, staff, parents, and the public.
- Assists in health room, as required.
- Schedules activities (e.g. PTSA, community, staff, etc.) held at school facility.
- Sorts and distributes mail.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- One year of office experience in a school setting preferred.
- First Aid/CPR Certified or the ability to obtain certificate.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computer.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.

Office Assistant - Elementary, Continued

- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow-up on details.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested and required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to Building Principal

April 2000

Rev. May 2008

Rev. March 2015

Rev. November 2023

Rev. May 2024