

Position: Office Educational Assistant

Dept: Clerical and Office

FLSA Status: Non-Exempt

General Definition of Work

Performs administrative support work, and related work as apparent or assigned. Work is performed under the regular supervision of the School Secretary.

Qualification Requirements

To perform this job successfully, an individual must be able to perform each essential function 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.

Essential Functions

- 1) Operates school health room, including maintaining records, administering insulin and other medications, and administering first aid as required.
- 2) Serves as receptionist for the building, including answering phones, maintaining student records and files, handling mail, and receiving guests, staff, and students.
- 3) Assists school secretary. Keeps accurate employee and student attendance records and reports absence issues to the principal. Reports lunch counts to Food Service.
- 4) Assists teaching staff with student instructional support and behavior management. Supervises students sent to the office.
- 5) Assumes other duties as assigned.
- 6) Regular and reliable attendance is required.

Knowledge, Skills and Abilities

General knowledge of school office needs, including ability to use office equipment and keep accurate records. Organization skills, flexibility and accuracy, typing, computer program use in word processing and some data processing. General understanding of health room maintenance, dispensing medications, and administering first aid. Ability to appropriately maintain order in lunchroom and playground and to interact well with students, parents, staff,

Education and Experience

High school diploma or GED.

Physical Requirements

This work requires the occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing, frequently requires standing, sitting, using hands to finger, handle or feel and repetitive motions and occasionally requires walking and reaching with hands and arms; no special vision is required; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data and visual inspection involving small defects and/or small parts.

Environmental Conditions

This work has no exposure to environmental conditions; work is generally in a moderately noisy location (e.g. business office, light traffic).

The Board does not discriminate in the employment staff on the basis of race, color, national origin, age, sex (including gender status, sexual orientation, or gender identity), pregnancy, creed or religion, genetic information, handicap or disability, marital status, citizenship status, veteran status, military service, ancestry, arrest record, conviction record, (as defined in 111.32, Wis Stats.), use or non-use of lawful products off the District's premises during non-working hours, declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters, or any other legally protected category in its programs and activities including employment opportunities.

Clerical and Office Staff Compensation Plan

FLSA Status: Non-Exempt

Last Revised: 01/2021

Stevens Point Area Public School District, Stevens Point, Wisconsin