

## Office Assistant

<b>DEPARTMENT:</b>	Various	<b>REPORTS TO:</b>	School Principal or Assistant Principal
<b>WORK SCHEDULE:</b>	10 months	<b>COMPENSATION:</b>	<a href="#">Support Staff Salary Schedule</a>
<b>FULL/PART TIME:</b>	Varies	<b>FLSA STATUS:</b>	Non-Exempt

### Position Description

Support school leadership (e.g., principal, assistant principals) and other staff with office operations, including clerical support, data entry, and communications. Assist students, staff, and community for the school as required to ensure professional office operations, serving as a frequent front-line representative for the school. Maintain confidentiality regarding sensitive topics to protect staff and student privacy.

Task Title	Essential Job Functions	Percent of Time Spent
Support of School Office Operations	<ul style="list-style-type: none"> <li>• Provide clerical support to school office staff.</li> <li>• Assist in compiling and accurately filing reports (progress, bus, discipline, lunch, attendance, grade, VICC, activity, budget, testing, honor roll, award).</li> <li>• Type, edit, copy, transcribe, and distribute materials submitted by staff.</li> <li>• Scan and record scan sheets.</li> <li>• Inventory office supplies.</li> <li>• Perform data checks and make corrections as required.</li> <li>• Compile, sort, prepare, and mail information.</li> <li>• Perform miscellaneous office tasks as directed by supervisor.</li> </ul>	50%
Customer Service Support	<ul style="list-style-type: none"> <li>• Create a welcoming, service-oriented atmosphere to assist staff, students, and community in the school.</li> <li>• Answer, direct, initiate, and log telephone calls.</li> <li>• Greet and assist students, staff, community, and media</li> <li>• Supervise lunchroom activity as needed.</li> </ul>	40%
Student Data and Testing Support	<ul style="list-style-type: none"> <li>• Compile, organize, and enter student data into computer database.</li> <li>• Monitor and correct student data to ensure efficient and effective data management for the district.</li> <li>• Help prepare for, compile, organize, and disseminate testing materials for MAP testing.</li> </ul>	10%

The intent of this job description is to provide a representative description of the types of duties and responsibilities required for this position. Employees may be asked to perform other job-related duties as assigned.

## Supervisory Responsibilities

- **Supervisory Responsibility:** N/A, not responsible for supervising employees
- **Supervisory Activities:** None
- **Budget Signing Authority:** No budget signing authority
- **Decision-making Authority:** None

## Qualifications

### Required

- **Education:** High School Diploma or GED

### Preferred

- **Previous Work-Related Experience:** 1-3 years

## Knowledge & Skills

### Knowledge

- **Basic:**
  - Management: Business/management principles involved in strategic planning, resource allocation, leadership, and coordination of people and resources.
  - Health Services: Treating and preventing disease and improving and preserving physical and mental health and well-being.
  - Safety/Security: Equipment, policies, and procedures for the protection of people, data, property, and the organization.
  - Law/government: Relevant local, state, and national laws and government regulations including KSD Board of Education policy
- **Intermediate:**
  - Administrative: Administrative and office procedures, functions and basic office tasks.
  - Computers/IT: Electronic equipment, and computer hardware and software, including applications. Ability to effectively operate basic office equipment and instruments.
- **Advanced:**
  - Customer and personal service: Principles and processes for providing customer and personal services.
- **Expert:**
  - N/A

### Skills

- **Constantly (More than 5.6 hours or 69% of the day):** Active listening,
- **Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Reading comprehension, Service orientation, Speaking
- **Occasionally (Up to 2.5 hours or 32% of the day):** Writing, Active learning, Critical thinking, Coordination, Instructing, Management of material resources, Mathematics
- **Rarely (Less than 1 hour or 12% of the day):** Social perceptiveness, Equipment maintenance, Time management

## Working Conditions

### Physical Demands

- **Constantly (more than 5.6 hours or 69% of the day):** Hearing, Color Vision

**Frequently (Between 2.6 hours and 5.5 hours or 33% to 68% of the day):** Sitting, Walking, Carrying/Lifting, Finger Dexterity

- **Occasionally (Up to 2.5 hours or 32% of the day):** Reaching, Repetitive motion, Standing, Balancing
- **Rarely (Less than 1 hour or 12% of the day):** Crouching/Kneeling, Climbing,

**Mental and Psychological Demands:**

- *Low demands:* The job requires little mental effort and involves low levels of stress (e.g., Infrequent or no need to deal with difficult customers or manage emotions when interacting with others, works under general deadlines, no exposure to public criticism, rarely requires extended periods of concentration on complex tasks).

**Work Type/Physical Demands**

- *Sedentary work:* Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally, and all other sedentary criteria are met.

**Working Environment**

- *Everyday risk and discomfort level:* The environment involves everyday risks or discomforts that require normal safety precautions typical of such places as offices, meeting and training rooms, libraries, residences, or commercial vehicles, e.g., use of safe work practices with office equipment, avoidance of trips and falls, observance of fire regulations and traffic signals. The work area is adequately lighted, heated, and ventilated.

**EEO Statement**

Kirkwood School District is an Equal Opportunity Employer and does not discriminate on the basis of race, color, religion, national origin, age, disability, or sex, including pregnancy, sexual orientation, and gender identity and other characteristics protected by law.

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