Job Description **5.25**
MOORE PUBLIC SCHOOLS

Job Title: Office Assistant

Qualifications:
Credentials: None
Education: High school diploma, GED or equivalent experience is required in lieu of high school degree.

Training or Experience Required: More than 6 months clerical/secretarial experience preferred.

Special Skills, Knowledge, Abilities:
Communication Skills (oral, written, or business): Basic communication skills to exchange information, give/receive simple instructions and respond to inquiries. Includes filling out forms manually and digitally. Communicates on the phone in clear, grammatically correct English.

Has working knowledge of online applications to include but not limited to: Office 365, Microsoft WORD/Forms/Outlook/Excel and online website navigation.

Data Recording/Record Keeping: Performs simple to more complex data recording/record keeping operations requiring logging, filing or posting single entry items either manually or electronically.

Mathematical Skills: Performs routine computations requiring a knowledge of addition, subtraction, multiplication and division using whole numbers, fractions, decimals and/or percentages.

Reading and Interpreting: May have to read and understand simple instructions to more complex instructions.

Business Machines: Must have to have prior software experience. Is computer literate and able to effectively access information and enter into the computer and do data entry. Is able to operate common office machines such as copiers, faxes**,** computers, calculators and multi-line telephone consoles.

Office Filing and Retrieving: Responsible for filing and retrieving from an existing filing system.

Spelling Skills: Basic spelling is required but someone usually proofreads work prior to it going out in final form.

Typing Skills: Proficient skills in typing/word processing

Site: Various

Reports To: Principal, Principal Secretary

Job Goal (Purpose of Position): Performs semi-skilled to skilled level duties under general supervision to assist the Principal's Secretary or Administrator do his/her job more effectively. Must be able to maintain confidential files. An incumbent in this position will follow generally standardized operating policies and procedures.

Contact with Others: An incumbent in this position has regular contact by telephone, email or in-person with the public to determine actual information needed. Job requires interpreting and translating facts and information, explaining situations and issues to persons and advising them of alterative courses of action.

Other Performance Measures: Successful performance of the job requires good customer service/people skills to resolve problems and provide information as requested. It requires following safety guidelines and policies to reduce accident, injury or further illness to students. It requires following school dress standards, proper attendance or leave policies, and other work-habit concerns. Initiative and effective problem-solving are important to the success of the position. In addition, must maintain a positive attitude and be cooperative toward other staff members, the public, and students within the educational system.

Essential Job Functions (Performance Expectations):

1. Assists Secretary or Administrator with clerical work. Types on computer from rough draft. Incumbent may be entrusted with confidential information and understand the importance of keeping all confidential information private.

2. Handles record requests, custodial orders

3. Maintains daily attendance records, to include but are not limited to ensuring daily attendance is completed by teachers, issuance of tardy slips, sends daily notification to parents of absences, attendance wizard printing attendance records, document contact of parents for attendance, prepare affidavit for DA truancy court.

4. Enter attendance data in Infinite Campus of tardies and absences.

5. Receives visitors, handles telephone calls, and provides assistance concerning policies, procedures, and other details. Takes and delivers messages. Helps parents get students and delivers messages to students from parents. Assists in opening and distributing mail.

6. Assists Secretary or Administrator with several reports including but not limited to attendance, state reports, office, faculty and patron's correspondence, records request, purchase orders, calendars, etc.

7. Assists with enrollment center's function including pre-enrollment, enrolling, withdrawing or transferring students, supervising the preparation and transmittal of transcripts and other official documents relating to students; etc.

8. Assists with preparing report cards, progress reports, enrollment information and school honor roll and awards. Keeps all student information updated in computer.

9. Assists with filing of student records and other records and reports.

10. Assists Nurse with taking temperatures, care of minor injuries, medications, calling parents for ill students and immunization records.

11. Assists teachers with discipline/behavior management of children.

12. Assists with photocopying, laminating and other tasks. Performs minor preventive maintenance on equipment. Operates modem/laptop, and small office equipment.

13. May assist with inventory and/or purchasing and simple bookkeeping activities. Assists with ordering, inventorying, and setting up distribution to classes.

14. May prepare school related information for parents, students and faculty.

15. Operates two-way radio and intercom to dispatch information.

16. Performs other secretarial duties such as calling busses; maintaining attendance logs of staff and substitutes; coordinating homework assignments for absent students, assisting in tornado and fire drills, dismissal systems and other duties as assigned.

Supervision exercised: An incumbent does not supervise

Physical/Mental Requirements and Working Conditions: Other than those physical/mental requirements included within the essential functions: Must be able to communicate effectively on the computer, walkie and telephone. Must be able to get around campus and attend to children's needs. Must be able to do some minor lifting/carrying of supplies.

TERMS OF EMPLOYMENT: 185 days per year

SALARY: Category A

EVALUATION: Performance of this job will be evaluated in accordance with Board policy.

Approved 8/9/1993
Revised 11/17/2000
Revised 6/30/2022
Revised 2024-25 Negotiated Contract