

JASPER CITY SCHOOLS

VACANCY

MAY 4, 2026

POSITION: Receptionist / Office Aide
T.R. Simmons Elementary School

JOB DESCRIPTION: Attached

REQUIRED QUALIFICATIONS: Associates Degree or Equivalent

SALARY SCHEDULE: Per Salary Schedule

SUBMIT APPLICATION TO: Jasper City Board of Education
P.O. Box 500
110 17th Street West
Jasper, AL 35502

DEADLINE FOR APPLICATION: May 10, 2026 or Until Filled

Equal Education/Employment Opportunity Statement

The State does not discriminate on the basis of age, race, color, sex, sexual orientation, religious preference, marital status, disability, national origin, or any other reason prohibited by state or federal law. Employees of the District are required to comply with the provisions of Title VII of the Civil Rights Act and Title IX of the 1972 Educational Amendments.

Alabama school boards are required by state law to verify the employment eligibility of newly hired employees by using the federal E-Verify program. New employees are required to provide a Social Security number, an unexpired identity document that contains a photograph, and other acceptable documents that establish employment eligibility. In addition to determining whether a new hire is authorized to work in the United States, E-Verify will confirm that the employee's name and Social Security number match.

TITLE: Receptionist/Office Aide

QUALIFICATIONS:

1. Associate's degree or equivalent preferred
2. Experience as a secretary/bookkeeper preferred
3. Knowledge of office accounting procedures preferred
4. Bilingual preferred
5. Ability to type proficiently
7. Computer literate
8. Such alternatives to the above qualifications as the board may find appropriate and acceptable

REPORTS TO: Principal

JOB GOAL: To assure the smooth and efficient operation of the school's office and proper accounting of all school funds and assist with details of classroom instruction in order for maximum positive impact on the education of children can be realized

EXPECTED WORK DAY: 8 Hours

FSLA: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Performs usual daily office routines and procedures
2. Receives telephone calls and visitors in a kind and helpful manner
3. Maintains a log of visitors to the school
4. Assists to ensure the safety of the students and staff
5. Maintains confidentiality with regard to students and records
6. Maintains student attendance records and other such student records and data bases as required
7. Processes changes and adjustments in student information
8. Assists with enrollment procedures and transportation procedures
9. Assists with daily teacher and staff attendance record and accompanying record for substitutes
10. Assists teachers in preparing instructional materials as requested
11. Assists administration and teachers in details of delivering materials and supplies
12. Assists in preparing displays and bulletin boards
13. Assists in maintaining school inventory
14. Assists with clerical work, projects and programs, and special events as needed
15. Alerts the teacher to special needs of individual students and assists students as needed
16. Participates in staff development
17. Completes district training in order to administer medication

18. Ascertains that policy requirements for administration of medication at school have been met
19. Administers medication in a safe setting, i.e., an area that is free of disruptions and distractions
20. Obtain proper identification from the student as determined by LEA (e.g ED card, orally)
21. Checks licensed prescriber's statement against medication label (if discrepancy, medication should not be given and should consult with the school system lead nurse)
22. Administers prescribed medication as directed by the licensed prescriber
23. Records date, time, dosage, and signature (initials on the medication record each time medication is given)
24. Assists in daily duties of which may be car duty, extra-curricular duties whenever students are involved in school activities as may be needed
25. Assist in maintaining inventory and management of fixed assets and textbooks
26. Completes lifting heavy objects as may be needed
27. Any other duties as may be assigned by principal/supervisor
28. Attendance is an essential function of the job

TERMS OF EMPLOYMENT: 9 Month Contract

EVALUATION: Shall be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.

Signature: _____ Date: _____

Approved by Human Resource Director: _____ Date: _____

