



ELEMENTARY SCHOOL OFFICE

Elementary Office Assistant

Supporting students, families, staff, and the daily work of the elementary school.

This hourly, non-administrative position assists with daily operations in the Barnesville Elementary School office. The Office Assistant supports student records and attendance, meal cashier duties, student health and safety, school payments, the Backpack Program, and clerical needs of the Principal and staff.

Position at a Glance

EMPLOYMENT

195 days | 1,170 hours | Hourly

DEPARTMENT

Barnesville Elementary School

WRITTEN AND REVISED

Fall 2026

REPORTS TO

Elementary School Principal

SUPERVISES

None

JOB EVALUATION DATE

TBD

Role Focus

30%



FRONT OFFICE & STUDENT SUPPORT | Visitors, phones, records, attendance, and daily student needs

20%



BREAKFAST & LUNCH CASHIER | Meal purchases, daily counts, payments, and lunchroom support

15%



FINANCIAL & ADMINISTRATIVE DUTIES | School payments, weekly deposits, and documentation

15%



STUDENT HEALTH & SAFETY | First aid, health-office supervision, and emergency procedures

10%



PRINCIPAL & STAFF SUPPORT | Clerical assistance, office coverage, projects, and staff support

10%



BACKPACK PROGRAM & SCHOOL EVENTS | Weekly food packs, mailings, materials, and special events

Qualification Snapshot

EDUCATION

High school diploma or equivalent; office training preferred

EXPERIENCE

School office, clerical, cashier, records, or customer service experience preferred

KNOWLEDGE

JMC or student systems, attendance, data privacy, first aid procedures, and cash handling

Core Capabilities

- Welcoming, organized service to students, families, staff, and visitors.
- Accurate attendance, records, meal counts, and routine financial work.
- Ability to use JMC and other district systems with care.
- Clear written and verbal communication, sound judgment, and confidentiality.
- Ability to follow student health, safety, and emergency procedures.
- Ability to multitask, prioritize responsibilities, and respond calmly to interruptions.

01

Front Office and Student Support

30%
Visitors, phones, records, attendance, and daily student needs

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greets and assists students, parents and guardians, staff, and visitors in a welcoming and professional manner.
- Answers telephone calls, takes messages, and directs questions to the appropriate staff member.
- Distributes incoming mail and school materials to staff and takes outgoing mail to the post office daily.
- Assists students and staff with office equipment and office procedures as needed.
- Assists with filing, copying, data entry, mailings, laminating, and other office projects.
- Helps maintain an organized and welcoming elementary office.
- Assists with maintaining accurate and confidential student files and records.
- Accurately enters, updates, and verifies student information in JMC as needed.
- Monitors student attendance and enters or corrects absences, tardies, early dismissals, and other attendance information in JMC as needed.
- Assists with communication and distribution of information to staff and families.
- Assists with JMC and other school software as needed.
- Assists students who report to or are temporarily assigned to the elementary office.
- Assists with student messages, deliveries, and other daily needs.

02

Breakfast and Lunch Cashier

20%
Meal purchases, daily counts, payments, and lunchroom support

- Serves as breakfast and lunch cashier and assists with daily meal counts and payment procedures.
- Assists students with questions related to breakfast and lunch meal purchases.
- Helps maintain an orderly and positive lunchroom environment.
- Communicates daily meal counts to kitchen staff.
- Notify families when lunch balance goes negative.

03

Financial and Administrative Duties

15%
School payments, weekly deposits, and documentation

- Maintains weekly cash and check deposits received from staff and parents for iPad fees, lunch fees, milk and juice payments, library fines, and Pre-K payments.
- Maintains accurate records and distributes deposits and supporting documentation to the Finance Officer in accordance with district procedures.

04

Student Health and Safety

15%
First aid, health-office supervision, and emergency procedures

- Provides basic first aid within the scope of school district procedures and training.
- Assists with supervision of students in the health office when needed.
- Follows school and district procedures during medical emergencies.
- Contacts the school nurse, parents or guardians, emergency personnel, or administrators as required.
- Maintains student confidentiality and responds calmly and professionally to health and safety needs.

05

Principal and Staff Support

10%
Clerical assistance, office coverage, projects, and staff support

- Assists the Elementary School Principal, teachers, and staff with administrative and clerical needs.
- Provides additional office coverage as needed.
- Assists with large mailings and school-wide projects.

06

Backpack Program and School Events

10%*Weekly food packs, mailings, materials, and special events*

- Distributes food packs weekly to students enrolled in the Backpack Program.
- Maintains communication with the Director of the Food Pantry to ensure enough food packs are available for participating students.
- Assists with the preparation, organization, and distribution of materials for school programs, activities, and special events as needed.
- Supports school mailings and other time-sensitive office projects.

07

Professional Context

Decision-making, working conditions, physical effort, and mental effort

Decision-Making, Freedom to Act, and Major Challenges

The Office Assistant follows district procedures and the Elementary School Principal's direction to complete routine office, attendance, meal-service, financial, student-support, health, and safety duties. Policy decisions, unusual requests, and matters requiring administrative judgment are referred to the Principal or another appropriate employee.

Working Conditions

Work is performed primarily in the elementary school office and meal-service areas with frequent contact with students, families, staff, and visitors. The position may involve busy arrival, meal, dismissal, health-office, mailing, and school-event periods.

Physical Effort

The position requires regular sitting, standing, walking, and use of computers and office equipment, with occasional movement of records, food packs, supplies, and program materials.

Mental Effort

The position requires accuracy, discretion, and frequent multitasking while handling interruptions, confidential information, money, attendance, meal counts, and changing student needs.

08

Accountability & Expected Outcomes

Position accountability and annual performance expectations

A performance evaluation will be conducted annually by the Elementary School Principal.

Supervision of Others

The position does not supervise other employees. It coordinates routine information, paperwork, and support with students, families, teachers, food service staff, the Finance Officer, the Food Pantry, school staff, and district staff under the Principal's guidance.

Machines, Tools, Equipment, Electronic Devices, and Software

- Uses computers, scanners, printers, telephones, office equipment, JMC, spreadsheets, word processing, email, point-of-sale or meal-service systems, and other district applications.

Job Outcomes

- Provides a welcoming and responsive elementary school office for students, families, staff, and visitors.
- Maintains accurate attendance, student information, meal counts, payments, and deposit records.
- Supports breakfast and lunch cashier duties reliably and communicates meal counts to kitchen staff.
- Provides appropriate assistance to students in the office and follows student health, safety, and emergency procedures.
- Supports the Elementary School Principal and staff with clerical work, office coverage, projects, mailings, programs, and events.
- Coordinates Backpack Program food-pack distribution and communication with the Food Pantry.
- Protects confidential information and maintains orderly records and procedures.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.