

## **9.11.02                      OFFICE AIDE**

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**Reports To:**                      Principal

**Dept/Campus:**                Assigned Campus

**Wage/Hour Status:**        Nonexempt

**Length of Contract:**        183

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### **PRIMARY PURPOSE/FUNCTION:**

Facilitate the efficient operation of assigned administrative office and provide clerical services for the school/department's staff.

### **QUALIFICATIONS:**

#### **Education/Certification:**

High school diploma or GED

#### **Special Knowledge/Skills:**

Proficient skills in typing, word processing, and file maintenance

Effective organizational, communication, and interpersonal skills

Ability to operate computer and telephone system

Patient and calm demeanor with students and others

#### **Experience:**

One year of secretarial/clerical experience

The Board may find appropriate and acceptable alternatives to the above qualifications.

### **MAJOR RESPONSIBILITIES AND DUTIES:**

1. Maintain professional behavior, appearance, and work ethic to represent the school district in a positive manner at all times.
2. Articulate a positive image of the school district and school district personnel.
3. Demonstrate effective customer service to all district patrons.
4. Provide coverage for front desk in absence of secretary.
5. Greet visitors and respond to routine inquiries from staff and public. Refer appropriate inquiries to designated personnel.
6. Receive incoming calls in a professional manner, take reliable messages, and route messages to appropriate staff.

## **JOB DESCRIPTION**

**Office Aide**

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7. Accurately maintain and update files, manuals, handbooks, and logs as assigned.
8. Assist the staff and faculty as requested by supervisor or designee.
9. Address envelopes for parents/public and other clerical duties requested.
10. Assist nurse with clerical duties and upkeep of student files when required and administering medicine as needed.
11. Keep up to date on first aid and CPR certification.
12. Ensure strict and accurate attendance procedures are carried out at assigned campus.
13. Maintain strict confidentiality of student data.
14. Maintain an accurate knowledge base and comply with state, district, and school policies and regulations concerning primary job functions including state and local attendance.
15. Attend professional growth activities and training.
16. Present for students a positive role model that supports the school climate and mission of the school district.
17. Effectively communicate with colleagues, students, and parents.
18. Demonstrate behavior that is professional, ethical, and responsible.
19. Sort campus mail.
20. Assist secretary in processing student records, including registering new students, regarding records and entering data in APSCN.
21. Other duties as assigned.

### **EQUIPMENT USED:**

Computer, typewriter, printer, copier, fax machine, and telephone system (if applicable)

### **WORKING CONDITIONS:**

#### **Mental Demands:**

Reading; ability to perform basic arithmetic; ability to communicate effectively (verbal and written); maintain emotional control under stress; maintain a clear focus on customer service

#### **Physical Demands:**

Repetitive hand motions; ability to work with frequent interruptions

**JOB DESCRIPTION**

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Date Adopted: August 2, 2007

Last Revised:

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The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required.

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Employee

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Date

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Supervisor

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Date