

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: ELEMENTARY OFFICE ASSISTANT

JOB SUMMARY: The Elementary Office Assistant is responsible for assisting the elementary office manager and principal; responding to inquiries from students, staff, and public; preparing, distributing, and processing documents; inputting data; maintaining records and files; assisting in health room.

ESSENTIAL JOB FUNCTIONS:

Responds to inquiries from district staff, students, parents, and the public to provide information, clarification, and/or direction to appropriate parties.

Prepares and distributes documents (e.g. correspondence, forms, newsletters/bulletins, student data, reports, schedules, etc.) to provide information to district staff, students, parents, and the public.

Inputs data into computer system (e.g. student enrollment, attendance, student information, etc.) to ensure timely and accurate information is available.

Maintains office/school supply inventory to ensure adequate supplies and materials are available to students and staff.

Maintains office equipment and adequate supplies; orders office equipment supplies as necessary to meet school needs.

Processes documents (e.g. attendance/enrollment, payroll, student data, etc.) to ensure accurate and current information is maintained.

Maintains files and records (e.g. student files, discipline reports, absence reports, payroll, etc.) to provide current and timely information.

Assists elementary office manager and assumes responsibility in absence, as required.

Assists school principal with daily operations, as required, (e.g. securing substitutes, building emergencies, student discipline, attendance, overseeing students in the office, enrollment, etc.) to ensure a safe and welcoming environment for students, staff, parents, and the public.

Assists in health room and assumes responsibility in absence of health assistant, as required.

Schedules activities (e.g. PTSA, community, staff, etc.) held at school facility.

Sorts and distributes mail.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

- Possesses a high school diploma or equivalent.
- One year office clerk experience in a school setting, preferred.
- First Aid/CPR or ability to obtain.

REQUIRED SKILLS, KNOWLEDGE AND ABILITIES:

Skills to:

- operate standard office equipment, including computer
- use proper grammar, spelling, and English in both oral and written communications
- handle confidential matters and information in a professional manner
- perform basic arithmetic calculations.

Knowledge of:

- word processing, spreadsheet and database software
- student database system
- district, state, and federal policies
- general clerical procedures
- operation of standard office equipment, including a computer.

Ability to:

- handle confidential matters and information in a professional manner
- work in an atmosphere where interruptions occur frequently and priorities are often modified
- use diplomacy in dealing with public and district staff
- establish and maintain a positive, productive, and cooperative working relationship with all district staff to enhance the completion of assigned tasks
- communicate effectively with staff, students, parents, and the public
- organize, set priorities, meet deadlines, attend to detail and follow through on a variety of assigned tasks; understand and carry-out oral and written instructions; upgrade skills necessary to perform work

SPECIALIZED PERFORMANCE RESPONSIBILITIES:

- Must be comfortable with technology and learning new computer skills. Must be willing to upgrade skills as requested and required.
- Must be able to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must demonstrate a sincere interest in representing the school and the District in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.

REPORTING RELATIONSHIP: Reports to the Building Principal