

SUPPORT STAFF POSITIONS

(Office Aide)

QUALIFICATIONS:

1. Completes office placement test available through the superintendent's office.
2. Exhibits expertise regarding computers/office equipment.
3. Exhibits a pleasing personality.

SUPERVISORY RESPONSIBILITIES:

1. The office aide is supervised by the building principal.

RESPONSIBILITIES:

1. Maintains confidentiality of information regarding the school.
2. Establishes a sense of loyalty to the school and a proper regard for the professionals with whom he/she works.
3. Handles correspondence, reports, and similar materials.
4. Prepares materials as assigned by the principal.
5. Operates and performs operator maintenance of office machines.
6. Handles telephone communications.
7. Receives visitors to the building and refers them as necessary.
8. Keeps office files current and performs clerical duties related to the maintenance of the filing system.
9. Handles incoming and outgoing mail.
10. Participates in the requisition, receipt and disposition of supplies, and performs routine supply duties.
11. Records information on cumulative folders.
12. Maintains attendance register.
13. Assists with care of ill or injured children.
14. Is familiar with the rules, regulations, and policies of the school.
15. Assists with other duties as assigned by the principal.