



Poudre School District

HUMAN RESOURCES DEPARTMENT

JOB DESCRIPTION

Job Title: **School Office Assistant**
 Job Family: **School Clerical**
 Prepared/Revised Date: **February 11, 2015**

FLSA Status: **Non-Exempt**
 Pay Range: **SC12H**
 Job Code: **506H8**

SUMMARY: Under direct supervision, responsible for performing entry-level clerical duties for a school, including answering and routing calls, greeting and directing visitors, typing correspondence, maintaining files, entering data, and operating office equipment.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Frequency of duties, percent of time and work year may vary based on department or building assignment.***

| Description of Job Tasks | Frequency | % of Time |
|--|--|--|
| | Daily = D Weekly = W Monthly = M Quarterly = Q Annually = A | On an annual basis, e.g. 10 hours of a 40 hour work week = 10/40 = 25% |
| 1. Type correspondence, newsletters, forms, and memos and enter data into the student information system. | D | 30% |
| 2. Answer phones, route calls, take messages, and respond to inquiries. Greet, direct, and assist visitors. | D | 10% |
| 3. Assist school secretary and/or school office manager with projects as requested. | D | 10% |
| 4. Monitor and enter student attendance data. Contact parents if needed. | D | 5% |
| 5. Maintain filing and record keeping system. | D | 5% |
| 6. Sort and distribute mail and assist with mass mailings. | D | 1% |
| 7. Attend work and arrive in a timely manner. | D | 1% |
| 8. Provide first aid and administer student medications, adhering to District and state procedures, as needed. | W | 15% |
| 9. Schedule meetings, appointments, and building use. Set-up and prepare rooms for meetings as needed. | W | 10% |
| 10. May monitor students in the office and hallways. | W | 5% |
| 11. Assist with registering students and maintaining student cumulative records. | W | 2% |
| 12. Provide purchasing card services for staff and site. | W | 2% |
| 13. Assist with student environmental and wellness activities, and student count. | M | 1% |
| 14. Perform other duties as assigned. | Ongoing | 3% |
| | TOTAL = | 100% |

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent
- One year of related experience
- Equivalent combination of education and experience acceptable

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Successful completion of First Aid and CPR, and Administering Medication in a School Setting (if not currently certified, successful completion must be done at earliest convenience after hire)
- Criminal background check required for hire



TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Oral and written communication skills
- English language skills
- Interpersonal relations skills
- Basic mathematical skills
- Personal computer, keyboarding, and data entry skills
- Bilingual oral and written communication skills may be required or preferred
- Ability to maintain confidentiality in all aspects of the job
- Ability to manage multiple tasks with frequent interruptions, use time efficiently, demonstrate attention to detail, follow instructions, and respond to management direction
- Ability to participate and work in a team environment
- Ability to maintain honesty and integrity in all aspects of the job
- Ability and willingness to adhere to attendance requirements, including regular and punctual employee presence
- Ability to promote and follow Board of Education policies, Superintendent policies, and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment, and report unsafe conditions to the appropriate administrator

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers, peripherals and media equipment
- Operating knowledge of and experience with office software
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

| | POSITION TITLE | # of EMPLOYEES |
|------------------------|--|----------------|
| Direct reports: | This job has no direct supervisory responsibilities. | |

- May be responsible for supervising students in the office and/or hallways.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

| PHYSICAL ACTIVITIES: | Amount of Time | | | |
|-------------------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Stand | | | x | |
| Walk | | | x | |
| Sit | | | x | |
| Use hands to finger, handle or feel | | | | x |
| Reach with hands and arms | | | | x |
| Climb or balance | | x | | |
| Stoop, kneel, crouch, or crawl | | x | | |
| Talk | | | | x |
| Hear | | | | x |
| Taste | x | | | |
| Smell | x | | | |

| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|---------------------------|----------------|-----------|------------|----------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 10 pounds | | | | x |
| Up to 25 pounds | | | x | |



| WEIGHT and FORCE DEMANDS: | Amount of Time | | | |
|----------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Up to 50 pounds | x | | | |
| Up to 100 pounds | x | | | |
| More than 100 pounds | x | | | |

| MENTAL FUNCTIONS: | Amount of Time | | | |
|--------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Compare | | | x | |
| Analyze | | x | | |
| Communicate | | | | x |
| Copy | | | | x |
| Coordinate | | x | | |
| Instruct | | x | | |
| Compute | | | x | |
| Synthesize | | x | | |
| Evaluate | | | x | |
| Interpersonal Skills | | | | x |
| Compile | | | | x |
| Negotiate | x | | | |

| WORK ENVIRONMENT: | Amount of Time | | | |
|---------------------------------------|-----------------------|------------------|-------------------|-----------------|
| | None | Under 1/3 | 1/3 to 2/3 | Over 2/3 |
| Wet or humid conditions (non-weather) | x | | | |
| Work near moving mechanical parts | x | | | |
| Work in high, precarious places | x | | | |
| Fumes or airborne particles | x | | | |
| Toxic or caustic chemicals | x | | | |
| Outdoor weather conditions | x | | | |
| Extreme cold (non-weather) | x | | | |
| Extreme heat (non-weather) | x | | | |
| Risk of electrical shock | x | | | |
| Work with explosives | x | | | |
| Risk of radiation | x | | | |
| Vibration | x | | | |

| VISION DEMANDS: | Required |
|---|-----------------|
| No special vision requirements. | |
| Close vision (clear vision at 20 inches or less) | x |
| Distance vision (clear vision at 20 feet or more) | |
| Color vision (ability to identify and distinguish colors) | |
| Peripheral vision | |
| Depth perception | |
| Ability to adjust focus | x |

| NOISE LEVEL: | Exposure Level |
|---------------------|-----------------------|
| Very quiet | |
| Quiet | |
| Moderate | x |
| Loud | |
| Very Loud | |