



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

OFFICE ASSISTANT

SITE: Strong Roots Christian School

SCHOOL YEAR HOURS: Monday-Friday (7:45-3:45)

WORK YEAR: School Year (Full Time)
Summer (Part Time)

REPORTS TO: SCHOOL ADMINISTRATOR

JOB GOAL/PURPOSE:

Under the supervision and direction of the school Administrator, to assure the smooth and efficient operation of student registration and student attendance so that the school office's maximum positive impact on the education of children can be realized; to act as receptionist for the school, greeting all visitors courteously, determining their needs, checking appointments and directing or escorting to various locations or staff.

DISTINGUISHING CHARACTERISTICS

The Office Assistant performs a variety of responsible and diverse clerical duties in support of the student registration and attendance functions and the receptionist functions, including monitoring all persons entering and exiting the school in an elementary school.

ESSENTIAL FUNCTIONS, TASKS AND DUTIES:

- Act as receptionist for the school; greet and receive public, parents, students, vendors, etc. in a courteous manner; monitor all persons entering and exiting the school; maintain visitor log; direct or escort visitors to various locations or staff members; conduct school tours as necessary.
- Assure that customer service is at the forefront of all office staff interactions and that the office is welcoming and supportive of all stakeholders.
- Operate a telecommunications system; receive incoming calls; record information as required; transfer calls; respond to inquiries and/or takes messages and distributes to appropriate office/staff.
- Track attendance accounting of all students using the School Information System.
- Verify student absences either through written or verbal communication with parents or guardians (e.g., telephone, email).
- Explain school and District procedures to pupils, staff and public; maintain records and files related to students

- Serve as the first point of communication for new student enrollment, registration, etc.
- Confer with parents and students in the process of enrolling, registering, recording early student pick-ups, releasing and transferring students
- Administer basic first aid to students
- Maintain a variety of files, documents and student files and records (e.g., emergency cards, reports, student cumulative files, immunizations, daily attendance logs, perfect attendance certificates, student lists, volunteer/visitor log, student sign-out log, etc.).
- Assure each family completes confirmation of data on Parent Portal on an annual basis.
- Receive, sort and distribute incoming and outgoing mail.
- Collect and direct money and funds for various purposes.
- Assist substitute teachers with time sheets and school operations.
- Operate a variety of office machines including computers, copiers and communications equipment
- Assume the role of lead person in the office in the absence of the school Administrator.
- May cover student supervision location in the event of employee absence or meeting.
- Assist with coordination of student discipline)
- Perform lunch counts, cafeteria reporting and lunchroom help as needed.
- Perform other functions, duties and tasks related to the class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

Knowledge of:

- Customer service skills
- Modern office practices, procedures and equipment
- Proper use and operation of a telecommunications system; proper telephone techniques and etiquette
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- General goals of education
- Computational methods
- Correct English usage including grammar, spelling, punctuation and vocabulary
- Interpersonal skills including use of tact, patience and courtesy
- Basic first aid

Skills:

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and machines and copiers
- Perform basic arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students, and the public

Ability to:

- Perform responsible clerical and secretarial work independently and effectively
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Understand and carry out oral and written instructions
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

EDUCATION REQUIRED:

High School diploma or equivalent.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- School site and office environment with excessive intermittent noise and frequent interruptions
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment
- Sitting or standing for extended periods of time
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials