ROSS VALLEY SCHOOL DISTRICT

OFFICE ASSISTANT

SUPERVISION EXERCISED AND RECEIVED:
Under the immediate supervision of the Principal and/or School Administrative Assistant.

DISTINGUISHING CHARACTERISTICS:
Assists the school Administrative Assistant in a variety of clerical tasks. Adequate performance requires knowledge of school procedures and precedents.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:
Typical duties include but are not limited to the following:
• Relieve Administrative Assistant for lunch and/or break;
• Assists in greeting visitors to the office;
• Contacts pupils, staff, parent and the public;
• Operate duplicating machine and collate materials;
• Answer telephone;
• Administer basic first aid for students;
• Prepare staff absence reports;
• Prepare for field trips (e.g., student forms);
• File (e.g., CUM folders, office files, etc.);
• Organize and distribute school lunches
• Register students;
• Other related duties as assigned by the Principal or School Administrative Assistant.

MINIMUM REQUIREMENTS:

Knowledge of:
• District Office rules, procedures and practices;
• Correct telephone techniques;
• Operations of general office machines;
• Typing knowledge is helpful but not necessary.

Ability to:
• Use correct English, spelling, punctuation, and arithmetic;
• Follow oral and written instructions;
• Follow school district policies and regulations;
• Maintain harmonious relations with staff, students and the public;
• Meet the physical requirements necessary to safely and effectively perform assigned duties;
• Maintain effective work relationships with those contacted in the performance of required duties;
OFFICE ASSISTANT

- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Dress appropriately for a school setting;
- Maintain the confidentiality of school related information.

EDUCATION:
- High School graduate or equivalent.

EXPERIENCE:
- Clerical or office work experience is desirable.

Last Approved:  
Last Revised: December 2004