

# 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