

**CLARKSVILLE-MONTGOMERY COUNTY SCHOOL SYSTEM
CLARKSVILLE, TENNESSEE
JOB DESCRIPTION**

Job Title: Office Assistant

Department: School Office

**Grade E
H.P.D. 7.5
D.P.Y. 196**

Job Description

Date Reviewed: September 2008

Reports To: Principal

Purpose of Job

The purpose of this job is to assist in coordinating general office procedures while serving as liaison between the Principal, teachers, students, parents and visitors. Duties and responsibilities include answering telephones, providing information to faculty, staff, and general public, reconciling and recording attendance data, processing student information, assisting students, and performing substitute teaching duties as needed.

Essential Duties and Responsibilities

The following duties are normal for this job. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.

Answers telephone and provides information or directs calls/messages to appropriate personnel; greets public and serves as liaison between parents, community members, students and teachers.

Assists with attendance data and verification.

Registers students; verifies information needed for entrance and enters data into computer.

May inform students and parents of delinquent lunch charges and may distribute alternative lunches.

Maintains accurate student information including social security numbers, address and phone changes, bus changes, and accident reports; processes students' cumulative and confidential records.

Maintains emergency cards files and teachers' mailboxes.

May prepare withdrawal forms; checks for missing books; withdraws students from computer and class roster.

Contacts parents whose child has missed three consecutive days; mails letters to those missing five to eight days; follows up with teacher for referrals to Attendance Supervisor.

Assists in coordinating general office procedures; prepares, types, and files reports and office correspondence for Principal and assistant as needed; types suspension papers prepared by supervisors.

In the absence of medical personnel, dispenses medications to self-administering students as required.

Verifies incoming student records for compliance with local requirements.

Distributes achievement testing materials; collects and verifies testing materials for shipment to the State Department of Education.

Collects and reviews Survey of Federally connected Students form from each student; processes data of students for whom the school system receives federal funds.

Assists sick children in locating parents or guardians; admits and dismisses students; releases students to parents and guardians, checking identification.

Determines students living outside school zones; verifies parental custody as necessary.

Oversees students waiting in office for discipline or other reasons.

Updates and compiles Student Handbook and Personnel handbook for printing.

Provides information for homebound instruction.

Assists in issuing teachers' supplies; runs and distributes memo copies for faculty, staff, and students.

May submit work orders for building maintenance and repair under the guidance of the principal or designee.

Assists with incentive and awards programs

Schedules parent/teacher conferences by telephone.

Sorts and distributes mail; designs and prints certificates; types newsletters and PTA notices; compiles honor roll.

Organizes and maintains filing system, alphabetically; files Daily Attendance chart, Accident reports, Preliminary Report, Medical Log, Attendance Referrals, absentee letters, Principal's Monthly Attendance Report, Daily Absentee Form, hardship Application Form, work orders, etc.

Assists bookkeeper with faculty and staff payroll for Principal's approval.

Assists with suspension & expulsion data.

Assists Guidance with end-of-year reporting.

Uploads grades and prints report cards; sends transcripts

Assumes responsibility for overseeing classroom when requested. Teaches the lesson outlined & described in the substitute teacher guide.

Assumes responsibility for overseeing pupil behavior in class and during lunch, class change and other break periods as needed.

Additional Job Functions

Performs other duties as required.

Minimum Training and Experience Required to Perform Essential Job Functions

High School Diploma (or GED), with one to three years of general office and bookkeeping experience required; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE OF JOB

Has considerable knowledge of the policies, procedures, and activities of the School System, attendance and student practices as they pertain to the performance of duties relating to the job of Office Assistant. Has considerable knowledge of attendance, enrollment and student practices as necessary in the completion of daily responsibilities. Knows how to develop and administer operations and staff plans and objectives for the expedience and effectiveness of specific duties of the department. Knows how to keep abreast of any changes in policy, methods, computer operations, equipment needs, etc. as they pertain to departmental operations and activities. Is able to effectively communicate and interact with supervisors, members of the general public and all other groups involved in the activities of the department. Is able to assemble information and make written reports and documents in a concise, clear and effective manner. Has good organizational and human relations skills. Is able to use independent judgment and work with little direct supervision when necessary. Has the ability to comprehend, interpret, and apply regulations, procedures and related information. Has comprehensive knowledge of the terminology, principles, and methods utilized within the department. Has the mathematical ability to handle required calculations. Is knowledgeable and proficient with computers.

**(ADA) MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO
PERFORM ESSENTIAL JOB FUNCTIONS**

PHYSICAL REQUIREMENTS: Must be physically able to operate a variety of office machines and equipment, such as telephones, computers, typewriters, copiers, adding machines, calculators, two-way radio, etc. Must be physically able to work, move or carry objects or materials. Must be able to exert up to twenty pounds of force occasionally, and/or up to ten pounds of force frequently, and / or up to ten pounds of force constantly to move objects. Physical demand requirements are at levels of those for active work. Must be able to lift and/or carry weight of twenty to forty pounds. Essential physical requirements of the job include: **Balancing:** Maintaining body equilibrium to prevent falling when walking, standing or crouching on narrow, slippery or erratically moving surfaces. This factor is important if the amount and kind of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium. **Stooping:** Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full use of the lower extremities and back muscles. **Kneeling:** Bending legs at knee to come to a rest on knee or knees. **Crouching:** Bending the body downward and forward by bending leg and spine. **Crawling:** Moving about on hands and knees or hands and feet. **Reaching:** Extending hand(s) and arm(s) in any direction. **Standing:** Remaining upright on the feet, particularly for sustained periods of time. **Walking:** Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another. **Pushing:** Using upper extremities to press against something with steady force in order to thrust forward, downward or outward. **Pulling:** Using upper extremities to exert force in order to draw, drag, haul, or tug objects in a sustained motion. **Lifting:** Raising objects from a lower to a higher position. This factor is important if it occurs to a considerable degree and requires the substantial use of the upper extremities and back muscles. **Fingering:** Picking, pinching, typing or otherwise working, primarily with fingers rather than with whole hand or arm as in handling. **Grasping:** Applying pressure to an object with the fingers and palm. **Feeling:** Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips. **Talking:** Expressing or exchanging ideas by means of the spoken word; those activities where detailed or important spoken instructions must be conveyed to other workers accurately, loudly, or quickly. **Hearing:** Perceiving the nature of sounds at normal speaking levels with or without correction, and having the ability to receive detailed information through oral communication, and making fine discriminations in sound. **Repetitive motions:** Making substantial movements (motions) of the wrists, hands, and/or fingers. The worker is required to have close visual acuity an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication of parts at distances close to the eyes.

DATA CONCEPTION: Requires the ability to compare and or judge the readily observable functional, structural, or compositional characteristics (whether similar to or divergent from obvious standards) of data, people, or things.

INTERPERSONAL COMMUNICATION: Requires the ability of speaking and/or signaling people to convey or exchange administrative and financial information. Includes giving assignments and/or directions to co-workers or assistants.

LANGUAGE ABILITY: Requires the ability to read a variety of informational documentation, directions, instructions, and methods and procedures related to the position of Office Assistant. Requires the ability to writer reports with proper format, punctuation, spelling and grammar, using all parts of speech. Requires the ability to speak with and before others with poise, voice control, and confidence using correct English and a well-modulated voice.

INTELLIGENCE: Requires the ability to learn and understand complex principles and techniques; to make independent judgments in absence of supervision; to acquire knowledge of topics related to the job of Office Assistant.

VERBAL APTITUDE: Requires the ability to record and deliver information to supervisors and elected officials; to explain procedures and policies; and to follow verbal and written instructions, guidelines and objectives.

NUMERICAL APTITUDE: Requires the ability to utilize mathematical formulas; add and subtract totals; multiply and divide; determine percentages; determine time and weight; and utilize statistical inference.

FORM/SPATIAL APTITUDE: Requires the ability to inspect items for proper length, width, and shape, visually with office equipment.

MOTOR COORDINATION: Requires the ability to coordinate hands and eyes in using automated office equipment.

MANUAL DEXTERITY: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have the ability to use one hand for twisting or turning motion while coordinating other hand with different activities. Must have minimal levels of eye/hand/foot coordination.

COLOR DISCRIMINATION: May require the ability to differentiate colors and shades of color.

INTERPERSONAL TEMPERAMENT: Requires the ability to deal with people (i.e. staff, supervisors, general public, and elected officials) beyond giving and receiving instructions such as in interpreting departmental policies and procedures. Must be adaptable to performing under minimal stress when confronted with an emergency related to the position of Office Assistant.

PHYSICAL COMMUNICATION: Requires the ability to talk and/or hear: (talking-expressing or exchanging ideas by means of spoken words). (Hearing-perceiving nature of sounds by ear).

ATTENDANCE: A regular and dependable level of attendance is an essential function for this position.

The Clarksville-Montgomery County School System is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the School System may provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. Signatures below indicate the receipt and review of this job description by the employee assigned to the job and the immediate supervisor.

Employee's Signature

Supervisor's Signature

Date

Date