



## **Office Asst 4 / eSchool Spec.**

### **Purpose Statement**

The job of Office Asst 4 / eSchool Spec. is done for the purpose/s of providing support to eSchool students and Staff members; communicating information to students, staff, and the public; completing assigned projects; assisting with Learning Management System; and providing general clerical support to eSchool program.

This job reports to Dist Coord 5 PT / e-school

### **Essential Functions**

- Answers and/or initiates phone calls for the purpose of conveying and/or receiving information, screening calls, transferring calls, responding to inquiries and/or taking messages.
- Assists secretary and staff with various assignments (e.g. correspondence, disperse mail, dispatch hall monitor, scheduling, setup and clean up of meeting rooms, etc.) for the purpose of ensuring an efficient and effective work unit.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, immunization records, mail, flyers, etc.) for the purpose of disseminating information to appropriate parties.
- Assists with new student registration (e.g. preparing sixth grade registration packets, helping students and parents with scheduling, etc.) for the purpose of enrolling students and receiving information for the master schedule.
- Attends department and/or in-service meetings for the purpose of gathering information and updating skills required to perform functions.
- Attends department, in-service meetings, workshops and/or seminars as assigned (e.g. Power School training, etc.) for the purpose of conveying and/or gathering information required to perform job functions.
- Builds students' class schedules for the purpose of ensuring enrollment into appropriate classes.
- Coordinates with district technicians all new courses, course numbers, and ICIP codes for the purpose of ensuring that registration booklet and class choice programs are current and accessible to students, parents, and the public on the web site.
- Greets individuals entering the building (e.g. visitors, parents, students, vendors, etc.) for the purpose of responding to inquiries; and/or directing individuals to the appropriate location in accordance with established building security procedures.
- Maintains a variety of manual and electronic documents, files, and records (e.g. grades, cums, student information, test scores, credit intervention class credits, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Orders office supplies for the purpose of ensuring availability of supplies required to complete job functions.
- Performs general clerical functions (e.g. data entry, typing, mailing, faxing, copying, e-mailing, filing, etc.) for the purpose of supporting counseling office functions.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Processes a variety of documents and materials (e.g. report cards, progress reports, etc.) for the purpose of providing required information to students, parents, and teachers.
- Responds to questions from a variety of internal and external sources (e.g. staff, other educational institutions, the public, parents and/or students, etc.) for the purpose of providing information and/or direction.
- Sets up summer school sections for the purpose of providing remedial courses to students during the summer.

**Job Requirements: Minimum Qualifications**

**Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including software; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student enrollment, graduation and transfer; and business telephone etiquette.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize specific, job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing priorities; communicating with diverse groups of individuals; maintaining confidentiality; working as part of a team; working with detailed information; and working with frequent interruptions; setting priorities and working under minimal supervision; working within time constraints; and ability to read, write and communicate clearly in English.

**Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 0% sitting, 0% walking, and 0% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing:**

Pre-employment Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training:**

Occasionally as needed to perform changing essential functions of position

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

**Approval Date**

**Salary Grade**

