

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Front Office Assistant
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	10
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	11 Months

POSITION DESCRIPTION

Under the general direction of the Front Office Lead, the Front Office Assistant performs a variety of duties in support of the school front office, provides clerical support to assigned personnel; communicates information to staff and the public, and provides information and/or direction as may be requested.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Answers incoming phone calls.
- Greets and assists parents, students, staff, and the public.
- Provides information and direction to the public, parents, students, and staff.
- Utilizes computer to create schedules, certificates, forms, flyers, and a variety of correspondences.
- In support of maintaining the school website, obtains a variety of up to date information as needed to submit to administration for public posting.
- Support the development of monthly school event calendar and school lunch menus.
- Works with the Front Office Lead to schedule buses for school field trips.
- Stores, dispenses and records student medicine per school regulations.
- Administers minor first aid to students with cuts, bruises, etc.
- Phones parents regarding student pick-up and other student issues.
- Oversees sick students in the school office while waiting for parent pick-up.
- Ensures that student accident report forms have been completed following student accidents and have been 1) entered into school data management system; and 2) ensures forms are filed in student record.
- Provides copier support to the teachers.
- Responds to potential emergencies (e.g. medical, alarm calls, bomb threats, fights, etc.) for the purpose of ensuring safety of students, personnel and property.
- Establishes good professional relationships with parents and co-workers.
- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.

- Performs other duties as assigned

MINIMUM QUALIFICATIONS

Education and Experience:

- Equivalent to completion of the twelfth grade.
- Two (2) years or more of responsible clerical or first contact experience; preferably in a school setting.

Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test
- Current CPR/First Aid certification

Knowledge of and Ability to:

- Filing systems, telephone techniques, letter and report writing.
- Math and English, including vocabulary, correct grammatical usage, punctuation, and spelling.
- Provide excellent customer service.
- Manage and prioritize multiple tasks.
- Use English in both written and verbal form.
- Communicate effectively with a wide variety of audiences both orally and in writing.
- Compose and edit correspondence.
- Maintain accurate records.
- Maintain confidentiality of information.
- Establish good working relationships.
- Work independently utilizing sound judgment and discretion in a wide variety of situations.
- Use keyboard quickly and accurately.
- Input, retrieve data and information, utilizing Microsoft Excel, and Word and Power Point.
- Understand, interpret, communicate, and apply school rules, regulations, procedures and policies.
- Work effectively, efficiently and cooperatively in a busy modern office environment
- Adhere to safety practices.
- Be attentive to detail; meet deadlines and schedules; and work under time constraints.

Working Environment:

- The job functions are generally performed in an indoor environment requiring the following significant physical abilities: lifting, carrying, pushing, pulling; stooping, kneeling, crouching; reaching, handling, feeling; sensory speaking, hearing and visual.