



SCHOOL DISTRICT OF GLENWOOD CITY JOB DESCRIPTION

TITLE: Office Assistant I

PERFORMANCE REQUIREMENTS:

Responsibilities:

1. Keyboarding for the High/Middle School Principal
2. Prepare office daily for work (start machines, make coffee, etc.)
3. First answer telephone, route calls, take and distribute messages, etc.
4. Serve as community liaison and first contact for visitors.
5. Work with security/safety software – tracking visitors to the building.
6. Type daily announcements for staff and students.
7. Sort and distribute mail.
8. Provide services for students & teachers throughout the day such as passes, copies, supplies
9. Check in and deposit money for various activity projects involving co-curricular activities & athletics.
10. Work within Skyward Finance in order to create requisitions and purchase orders.
11. Generate expense vouchers – maintaining financial records for accounts associated with the Office of the Principal.
12. Help keep office machines in repair, filing systems in order; forms updated.
13. Type athletic rosters and programs - send rosters to opponent schools. Type miscellaneous items for staff members.
14. Maintain student records/information with Skyward (Student Information System)

Physical Demands:

- Mental alertness, neat personal appearance, good health, cooperative and dependable.
- Must have sufficient dexterity to handle office equipment efficiently and safely.
- Must be able to exercise judgment and initiative in maintaining efficient standards of job responsibilities.

Special Demands:

- Ability to work cooperatively with others.
- Must complete given tasks
 - perform responsibilities in an organized and efficient manner;
 - resolve problems in a positive manner;
 - be willing to assist others with special tasks as assigned by the supervisor

Related Duties:

May be required to assist others with various secretarial tasks as requested.

Job Relationships:

Supervised by: Building Principal

Employees Supervised: None

Interrelationship: Must be able to maintain good working relationships with staff and use understanding and tact in personal contact with staff and students