



SCHOOL DISTRICT OF GLENWOOD CITY JOB DESCRIPTION

TITLE: Office Assistant II

PERFORMANCE REQUIREMENTS:

Responsibilities:

1. Keyboarding for the High School Principal
2. Prepare office daily for work (start machines, etc.)
3. First answer telephone, route calls, take and distribute messages, etc.
4. Type daily announcements for staff and students.
5. Sort mail.
6. Collect lunch money and write receipts
7. Type teacher evaluations
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
10. Help keep office machines in repair, filing systems in order; forms updated.
11. Provide copy work for the copy center.
12. Type athletic rosters and programs - send rosters to opponent schools. Type miscellaneous items for staff members.
13. Maintain the computerized hot lunch program for grades K-12 to include:
 - a. Daily processing of lunch money deposits
 - b. Daily processing of lunch line tallies
 - c. Generating appropriate reports for district and parent use
14. Complete appropriate refresher training in the hot lunch system software

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