

Job Title: Campus Office Aide

Wage/Hour Status: Nonexempt

Reports to: Principal

Date Revised: May 3, 2007

Dept./School: Assigned Campus

Primary Purpose:

This self-motivated staff member will provide reception and clerical assistance for the effective, efficient operation of the campus office and counselor's office.

Preferred Minimum Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Keyboarding skills

Effective organization, communication, and interpersonal skills

Ability to follow written instructions

Ability to operate multi-line phone system

Experience:

Acceptable office experience or excellent potential

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Greet/assist campus visitors in a friendly and positive manner
3. Assist parents in checking students in and out of school.
4. Receive, sort, and distribute mail, messages, documents, and other deliveries.
5. Assist with preparation of materials for mailing, including preparing labels, stuffing envelopes, etc.
6. Provide clerical assistance as needed and directed by the Principal (or designee)
7. Maintain confidentiality.

Supervisory Responsibilities:

None.

Equipment Used:

Multi-line phone system and personal computer; and other general office equipment

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Approved by Ned Burns, Superintendent

Date May 3, 2007
