

AMHERST EXEMPTED VILLAGE SCHOOL DISTRICT
JOB DESCRIPTION

Title: **PART-TIME OFFICE AIDE** **File 502**

Reports to: Principal

Job Objectives: Performs a variety of general office duties.

Minimum Qualifications:

- High school diploma.
- Meets all mandated health requirements (e.g., a negative tuberculosis test, etc).
- Documentation of a clear criminal record.
- Complies with drug-free workplace rules and board policies.
- Basic typing skills. Word processing and software knowledge is desirable.
- Bookkeeping skills and the ability to apply basic mathematical concepts.
- Congenial disposition and strong diplomacy skills.
- Meets all prerequisite qualifications to be bonded.
- Self-directed and able to learn required skills for the position.

Note: Appointment may require successful completion of communicable disease, child abuse, CPR, first aid, and/or behavioral management training.

Responsibilities and Essential Functions: The following duties are representative of performance expectations. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions.

- Checks for assignments. Carefully follows all directions. Seeks advice when expectations are unclear.
- Upholds board policies and follows administrative procedures.
- Promotes a favorable image of the school district. Supports community partnerships that enhance district programs and services.
- Acknowledges visitors. Determines the reason for their visit. Answers questions. Verifies appointments. Directs visitors to the appropriate person or office.
- Refers inquiries requiring policy interpretation to administrative staff.
- Answers the telephone. Learns the names of building staff. Monitors the sign-in/out register. Directs calls based on the nature of the inquiry. Takes/delivers messages. Manages calls efficiently to keep telephone lines open.
- Types routine school documents. Duplicates and collates building materials. Helps prepare special mailings.
- Respects personal privacy. Maintains the confidentiality of privileged information.
- Helps maintain an orderly office. Keeps materials properly filed.
- Prepares displays and bulletin boards as directed.
- Processes incoming, outgoing, interoffice mail and faxes.
- Receives deliveries and notifies recipients about the arrival of packages. Stores and inventories office supplies as directed.
- Receives, sorts, and counts money collected in the building as directed. Prepares records suitable for audits.
- Processes students arriving late to school. Collects class attendance forms.

- Distributes absentee list. Prepares attendance records as directed.
- Assists student helpers in the performance of their duties.
- Monitors students sent to the office for illness or discipline reasons.
- Renders basic first aid when a school nurse is not available.
- Locates students as requested. Processes homework requests for absent students.
- Takes precautions to ensure staff/student safety. Does not leave students unsupervised.
- Watches for student behavior that may indicate a problem (e.g., profanity, teasing, bullying, distress, etc.). Intervenes and/or reports concerns to an administrator.
- Reports evidence of suspected child abuse as required by law.
- Learns to operate all office equipment. Provides back-up support for other office staff during breaks, interruptions, and absences as directed.
- Participates in staff meetings and professional growth opportunities as directed.
- Accepts personal responsibility for decisions and conduct.
- Wears appropriate work attire and maintains a neat appearance.
- Strives to develop rapport and serve as a positive role model for others.
- Performs other specific job-related duties as directed.

Abilities The following characteristics and physical skills are important for the successful

Required: performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Performs prescribed activities efficiently with limited supervision.
- Reacts productively to interruptions and changing conditions.
- Effectively uses verbal, nonverbal, writing, and listening skills.
- Completes paperwork accurately. Verifies and correctly enters data.
- Exhibits consistency, resourcefulness, and resilience.
- Exercises self-control and perseverance when dealing with students.
- Maintains an acceptable attendance record and is punctual.

Working Conditions: Exposure to the following situations may range from remote to frequent based on circumstances and factors that may not be predictable.

- Duties may require bending, crouching, kneeling, reaching, and standing.
- Duties may require lifting, carrying, and moving work-related supplies/equipment.
- Duties may require operating and/or riding in a vehicle.
- Duties may require traveling to meetings and work assignments.
- Duties may require operating power-driven equipment.
- Duties may require prolonged use of a computer keyboard and monitor.
- Duties may require wearing protective clothing and using safety equipment.
- Duties may require working extended hours.
- Duties may require working under time constraints to meet deadlines.
- Potential for exposure to adverse weather conditions and temperature extremes.
- Potential for exposure to air-borne particulates, chemical irritants,

combustible materials, electrical hazards, equipment vibrations, noises, and odors.

- Potential for exposure to blood-borne pathogens and communicable diseases.
- Potential for interaction with disruptive and/or unruly individuals.

**Performance
Evaluation:**

Job performance is evaluated according to the policy provisions adopted by the Amherst Exempted Village School District Board of Education.

The Amherst Exempted Village School District Board of Education is an equal opportunity employer offering employment without regard to race, color, religion, gender, national origin, age, or disability. This job description summary does not imply that these are the only duties to be performed. This job description is subject to change in response to funding variables, emerging technologies, improved operating procedures, productivity factors, and unforeseen events.

No portion of this job description shall supersede the Master Agreement between the OAPSE Chapter 208 and the Amherst Exempted Village School District Board of

Education and applicable state or federal laws. Any changes in working conditions applicable to the current agreement shall be subject to negotiations at the demand of either party.