



Colchester Public Schools

Office Professional

Job Description

Overview:

The office professional will provide assistance in the daily operation of a welcoming office, and perform office procedures efficiently, accurately, and in a confidential manner.

Essential Duties and Responsibilities: *(illustrative not inclusive)*

- Provide high-quality customer service in a helpful, timely and responsive manner
- Plan and organize work to perform established office procedures including crisis management protocols
- Follow written procedures and oral instructions and requests effectively
- Screen phone calls, respond to requests, and take accurate messages; schedule and arrange appointments as appropriate
- Maintain records and reports as assigned, such as: student activity accounts, substitutes, student records and evaluations
- Organize and arrange for special events
- Word process school materials, including, but not limited to: memos, letters, newsletters, agendas, minutes and reports
- Arrange class coverage as needed
- Communicate with staff, parents and outside agencies and services accurately and maintain a high level of confidentiality in and out of the office
- Answer questions and assist parents, students, staff and the public
- Use specific software necessary, including but not limited to PowerSchool, to complete tasks assigned by the school administrator
- Perform other duties as assigned by the school administrator
- Support and engage in initiatives to enhance school and district climate

Knowledge, Skills & Abilities:

- Work collaboratively with other members of the office staff
- Demonstrate practical knowledge and willingness to assist others
- Skilled computer user
 - Ability to type and word process with speed and accuracy
 - Ability and willingness to learn and use specific software for the position, including but not limited to: financial software, personnel databases, student databases, facility use software, emergency notification software, course selection and scheduling software
- Excellent interpersonal qualities
- Able to meet deadlines
- Be highly organized, proactive and able to prioritize while working in a busy office
- Relate positively and sensitively to the needs of students, parents, staff and the general public
- Must have strong written and verbal communication skills
- Ability to:
 - Sit for extended periods of time
 - Occasionally lift, carry and move parcels weighing up to 25 lbs
 - Frequently bend, stretch, reach, stoop

Position Qualifications:

- High school diploma
- Secretarial experience

Other Requirements:

- Computer skills
- Background check

Terms of Employment:

12-month position, per contract

Evaluated by:

School Administrator on an ongoing, annual basis