



Office Assistant – Harrisburg School District – Job Description

Job Title:	Office Assistant – Harrisburg SD	Job Category:	Non-Exempt
Department:	Building Office Support	Position Type:	Full-time
Classification/hrs/days	3 – 8 hrs per day/214 days	Location:	School Building
Reports to:	Principal	Standard ADA:	Office

Job Description:

To provide clerical support to faculty members and administrators to enhance the educational environment of the school.

Essential Functions:

- Receives visitors, prepares visitor badges determines nature of business and directs or escorts them to their destination within the school setting.
- Answers telephone to provide information, take message, or transfer calls as necessary. Provides clerical support including opening, processing, and distributing mail.
- Performs routine clerical and other duties as needed including but not limited to entering information into computers, laminating, typing, formats and edits routine memos and other standardized documents. Copies, files, and updates paper and electronic documents as needed. Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material, using a computer.
- Copies and assembles materials as needed by teachers for instruction and instructional displays for administrative and other staff.
- Coordinates arrival and dismissal of students and maintains records of students who are absent, late to school or class. Enters and submits written warning or detention slips as needed.
- Completes new student registration forms as needed. Copies and mails cumulative records to new educational facility for student withdrawals. Compiles and files student grade and attendance reports and other school records.
- Maintains an inventory of office supplies and performs minor maintenance of office equipment. Orders and dispenses school supplies. Informs the appropriate person in a timely manner when repairs by specialists or vendors are needed.
- Prepares a list of students who are eligible or ineligible to participate in sports or other extra-curricular activities. Enters information on students participating in field trips including parent permission forms and relevant emergency contact information. Maintains records on staffing responsibilities for students with disabilities on field trips.
- Schedules appointments, staff meetings, and video conferences as well as updates school's calendar of events as needed.
- Makes appropriate school-wide announcements. Assists with general communications to parents, students, the community, teachers, and school administrators.
- Performs other duties as assigned in accordance with school policy, administrative regulations, state and federal laws.

Qualifications and Work Experience: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- High school education with at least 1-2 years of satisfactory relevant experience required.

Analytical Demands:

- Recurring analytical demands. Analysis involves gathering and interpreting data to resolve problems of moderate complexity or;
- Occasional analytical demands. Analysis involves simple comparisons between numbers, letters, etc. (e.g., sorting, tallying, simple tabulating, and the like).

Sensory Ability:

- Visual acuity and auditory acuity.
- Ability to communicate effectively in all aspects of the job.

Temperament:

- Must possess excellent interpersonal skills.
- Ability to make judgments and work under high level of stress.
- Must be cooperative, congenial, and service oriented.



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- Must be courteous and able to effectively manage job responsibilities.

Cognitive Ability:

- Ability to follow written and verbal directions, to read and write, to handle multiple tasks and prioritize them appropriately, and to exercise good judgment.
- Ability to recognize areas of concern and propose and/or recommend appropriate solutions to the problem.

Specific Skills:

- Must possess active listening skills.
- Must possess conflict mediation skills.
- Maintains a high level of professionalism in all interactions with public, peers and administrators.
- Demonstrates the ability to acquire the skill required to operate new and existing software and hardware.

Workplace Expectations:

- Reports to work daily and on time, and makes effective use of time while on the job.
- Acknowledges individuals' requests and handles them in a friendly and courteous manner.
- Demonstrates being a positive and productive member of a team through active cooperation with others and follow through.
- Ability to establish and maintain rapport with the educational community which includes but is not limited to; students, parents, athletic staff, alumni, board members, booster groups, colleagues and the general community.
- Shows initiative and works with minimal supervision.
- When appropriate, incorporates progressive ideas/concepts into daily responsibilities.
- Responds appropriately to supervision and direction.
- Dresses appropriately for job environment.
- Ability to use computer technology efficiently including word processing, presentation/webpage software, PowerPoint and Excel software applications.
- Ability to appropriately handle confidential information in accordance with District policies.
- Maintains awareness of the School District's policies and procedures.
- Follows the chain of command.

Supervision:

- Occasionally gives instructions and/or directions to other department employees.

Workplace Environment: *The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The standard ADA settings factor measures the strength and stamina required in areas such as lifting, standing and the frequency of doing these as necessary to perform the particular duties of the job.*

- Typical office environment
- Subject to inside environmental conditions
- May be exposed to hazardous materials, body fluids or disease

Physical Demands: *The physical requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.*

Physical Demand	Rarely	Occasionally	Frequently	Constantly	Weight
Sitting			X		
Standing		X			
Walking		X			



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Talking: On the phone; person-to-person, and in groups				X	
Hearing: On the phone; person-to-person, and in groups				X	
Vision: Near, midrange, far, peripheral, depth and color				X	
Machines or tools used: Computer:			X		
Machines or tools used: Telephone			X		
Pushing/Pulling/Lifting	X				5-15 lbs
Approved: May 17, 2021					