

**TITLE:** Office Professional - Elementary

**DEPARTMENT:** Elementary School

**REPORTS TO:** Building Principal

**POSITION SUMMARY:** The job of Office Professional - Elementary is done for the purpose/s of providing secretarial and administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and supporting daily operations, projects and site activities.

**ESSENTIAL FUNCTIONS:**

- Administers medication and/or first aid to students under the guidance of the school nurse for the purpose of meeting immediate health care needs.
- Answers incoming telephone calls for the purpose of screening calls, transferring calls, responding to inquires and/or taking messages.
- Compiles data from a variety of sources (e.g. student information, time sheets, calendars, student attendance, daily attendance records, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs, assigned projects and/or activities (e.g. meetings, classroom and site staff coverage, building in-service day activities, workshops, travel and accommodations, extra programs, fire drills, master calendar, principal's calendar, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in compliance with established guidelines.
- Diffuses potentially hazardous situations within the school site for the purpose of taking action and/or directing to appropriate personnel for resolution.
- Distributes mail, supplies, messages, etc. for the purpose of disseminating materials to appropriate parties.
- Greets visitors for the purpose of providing direction and/or ensuring that visitors sign in/out as required.
- Maintains documents, files and records (e.g. administrative records, maintenance requests, building keys, office procedures, all forms, building personnel records, substitute attendance, student files, etc.) for the purpose of providing up-to-date reference and audit trail.
- Monitors account balances and various documentation for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Monitors students referred for illness, discipline, etc. for the purpose of ensuring their safety and welfare.
- Orients new site personnel (e.g. substitutes and staff as required) regarding appropriate school and district practices for the purpose of effectively assimilating new personnel into site operations.
- Oversees volunteers for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Performs record keeping and clerical functions (e.g. copying, faxing, scheduling, correspondence, budget, work orders, permission forms, etc.) for the purpose of supporting assigned administrator and/or site personnel.
- Prepares a wide variety of written materials (e.g. newsletters, flyers, awards, parent letters, schedules, budgets, reports, memos, letters, handbooks, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. forms, customized reports, instructional materials, reports, registrations, expenditures, daily attendance, purchase orders, etc.) for the purpose of disseminating information to appropriate parties for action.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Assists other personnel for the purpose of supporting them in the completion of their work activities
- Possess knowledge of and adhere to Governing Policies and District Regulations and Procedures.
- Participate in special projects as assigned and perform related duties and key responsibilities consistent with the scope and intent of the position.

**QUALIFICATIONS:****Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

**KNOWLEDGE** is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific Knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; accounting/bookkeeping principles; business telephone etiquette; common office machines; spreadsheet applications; and first aid.

**ABILITY** is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific Ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Working Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 40% sitting, 30% walking, and 30% standing. The job is performed under conditions with some exposure to risk of injury and/or illness. .

**EDUCATION:** High school diploma or equivalent.

**EXPERIENCE:** Job related experience is desired.

**REQUIRED TESTING:** Pre-employment Proficiency Test

**CERTIFICATES AND LICENSES:** CPR/First Aid Certificate (may be required). Valid WA State driver's license and appropriate insurance required. Must maintain as current any certification or license listed herein and held at hire date.

**CONTINUING EDUCATION/TRAINING:** That which is authorized by your supervisor and required to be effective in the position and maintain knowledge as current.

**CLEARANCES:** Criminal Justice fingerprint/Background Clearance

**FLSA STATUS:** Non-exempt

**BARGAINING UNIT:** Public School Employees of Washington / SEIU Local 1948 (PSE)

ISSAQUAH SCHOOL DISTRICT JOB DESCRIPTION

*I have reviewed the job description, been allowed to ask questions, and can perform all job required Essential Functions with or without an accommodation(s).*

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Name (sign)

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Name (print)

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Date