



Job Description School Office Assistant

TITLE	DEPARTMENT	CLASSIFICATION	SALARY	REPORTS TO
School Office Assistant	School Site	Clerical		Principal

Purpose of the Position

The school office assistant is an entry-level position that provides support services to complete the administrative and clerical work of the school. Assisting the office manager is an important aspect of this position.

Primary Responsibilities and Associated Tasks

The Key Results for the position would be measured through the following:

- Ensuring the smooth functioning of the school's daily operations
- Answering phones
- Assisting with walk-in inquires, student, staff, and parent needs at front desk
- Parent Contact; answer parent questions and ensures requests and needs are met. Call families regarding computer damage, special events, meetings, etc...
- Powerschool Data Entry & daily attendance calls
- Maintaining community service hours log & parent notification
- Overseeing daily lunch program & maintains daily lunch service log
- Making photocopies; sending and receiving faxes; filing of documents/records
- Assisting with mailings; registration, enrollment, orientation, special
- Assisting with and co-hosting events; Open Houses, Registration Day, Information Nights, Orientations, etc...
- Sending out NTI calls
- Organizing/maintaining the office space
- Assisting teaching staff with requests

Required Skills and Experience:

- Minimum of 1 year of experience in a fast-paced, ever changing administrative support position
- Experience in school front office, charter school preferable
- Proficiency with Microsoft Office
- Strong organizational, time management and multi-tasking skills
- Strong interpersonal and communication skills
- Ability to work independently as well as with a team
- Professional appearance and manner
- Confidential employee