



Mobile Elementary School District No. 86

Job Description

Position Title: Office/Clerical Assistant

Job Summary:

To perform clerical and office-related tasks as requested by superintendent as needed and/or requested for efficient school operations.

Qualifications:

1. Demonstrate high aptitude for the work to be performed
2. Be highly proficient in Microsoft Office and the performance of clerical and office related tasks
3. Be organized with the ability to plan, organize, and perform with efficiency, orderliness, and calm
4. Be highly proficient in using a variety of technology, computer programs, and office equipment
5. Be willing and capable of receiving direction
6. Be motivated to perform high quality work within efficient time parameters
7. Such alternatives to the above qualifications as the superintendent finds appropriate and acceptable

Performance Responsibilities:

1. Performs clerical and office work-related tasks as assigned
2. Demonstrates motivation and willingness to complete high quality work
3. Performs tasks required for Statewide Student Information Systems for the District
4. Performs filing, copying, word processing, organizing, mailing, telephone, and various other office and school district related tasks as required/requested
5. Maintains records and documents required for school district operations
6. Prepares materials for governing board meetings as determined by the superintendent
7. Assists with student supervision and health care needs as requested
8. Demonstrates positive attitude and behavior
9. Able to multi-task as required
10. Performs other duties and tasks as assigned

Reports To: Superintendent



Terms of Employment: 40 hours per week

Evaluation:

Performance of this job will be evaluated annually by the District Administrator/Superintendent in accordance with provisions of the Governing Board's policy of evaluation of non-certified personnel.