

**STARK COUNTY CUSD #100**  
**Job Description**

**Job Title:** SCHOOL BUILDING OFFICE AIDE

**Reports To:** Building Principal

**Evaluated By:** Building Principal

**WORK YEAR:** 175 DAYS

**WORK DAY:** 7 - 8 HOURS

**JOB GOAL:** To provide confidential assistance to the School principal and Building Secretary, and to assure the smooth and efficient operation of the building office so that the office's maximum impact on the education of children can be realized.

**ESSENTIAL REQUIREMENTS:** To perform this job successfully an individual must be able to execute each requirement satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability needed for the position.

1. High School Diploma or equivalent
2. 21 years of age or older
3. Ability to work harmoniously with others and to communicate effectively (both orally and in writing) with students, parents, and teachers
4. Ability to understand and follow oral and written instructions
5. Ability to maintain confidentiality
6. Skilled in computer operation and use of computer programs involving word processing and student data management software;  
must also be able to use telephone, calculator, copier, and other office equipment
7. Ability to respond sensitively to questions and complaints from students, parents, staff, and the public and maintain confidentiality of information
8. Ability to type accurately; possess language skills including composition, punctuation, spelling, correct usage, and ability to draft routine correspondence as directed by the principal
9. Ability to use and maintain an efficient filing system
10. Ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
11. Physical requirements may include:
  - A. Light to moderate degree of physical stamina
  - B. Ability to stand, walk, and bend frequently, and occasional lifting up to 50 lbs.
  - C. Ability to use computer, telephone, and other office equipment for extended periods of time
  - D. Ability to make frequent trips from desk to counter, files, and other office location
16. Such alternative to the above requirements as the School Board or the Administration may deem appropriate and acceptable.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** include the following. Other duties may also be assigned.

1. Oversee work of office and clerical staff at the School; train student office assistants in office procedures if directed by principal
2. Type correspondence, memos, staff evaluations, agendas, and reports; take, type and distribute minutes of meetings as directed
3. Serve as a contact person and liaison between the principal and students, teachers, parents, district personnel, staff, and the community
4. Maintain a high level of ethical behavior and confidentiality when dealing with student and staff information
5. Answer and screen telephone calls, provide information on school policies/procedures or refer to appropriate staff member
6. Serve as mandated reporter to Department of Children and Family Services
7. Share function of building receptionist with Building Secretary; greet visitors, answer inquiries from students and parents referring visitors to appropriate staff member
8. Maintain or supervise the recording of teacher attendance and reasons for absences, process the timesheets for all staff and submit to the district office
9. Help with the coordination of the closing-of-school procedures, collecting grade books, handbooks, keys, assist in the preparation of graduation set-up, programs, etc.
10. Assist in the preparation for the opening of school for staff and students
11. Train and supervise student assistants on proper telephone etiquette, acting as receptionist for students and parents, delivering a variety of material to teachers and offices and performing general office duties
12. Assist Building Secretary in arranging for substitute teachers and non-certified staff
13. Act as a friendly ambassador for the Stark County School District
14. Perform such other tasks (which may require knowledge of other job descriptions) as may seem to be appropriate to the Board or Administration
15. Maintains satisfactory attendance, as defined in District policy and regulations

**CERTIFICATES, LICENSES, REGISTRATIONS, BONDING, AND/OR TESTING REQUIRED:**

1. Criminal Justice Fingerprint Clearance
2. Valid Illinois Driver's License (preferred)
3. Bloodborne Pathogen Training/Hepatitis B Shot Series Training

**PHYSICAL DEMANDS:** Must maintain the ability to perform the essential functions of this job.

**TERMS OF EMPLOYMENT:** Days and hours to be arranged, with salary according to current schedule.