

OFFICE ASSISTANT/BOOKKEEPING ASSISTANT

500.37

REPORTS TO:

Principal

GENERAL SUMMARY OF POSITION:

This position is the first contact for all students, staff, parents and other visitors to the school and provides clerical and health room support as assigned.

The duties described below are key duties that this position will be asked to perform at this time. Duties are subject to change due to the needs of the position and school business. Other duties may be assigned, as needed.

As Office Assistant

1. Follows Opening Office procedure as the first office staff member to “open” the school office.
2. Takes daily calls from substitute scheduling caller, records information, distributes appropriate paperwork, etc.
3. Updates and prepares substitute teacher folders every summer.
4. Serves as the **first in line** to greet all students, visitors, parents, vendors and community members who enter the school or present themselves at the front desk for assistance. Directs them to the proper area or assists them with their needs.
5. Is the **first in line** to answer phone lines, transfer calls, paging when necessary and take messages when necessary.
6. Assists students in the health room under the direction of the School Nurse and Health Room Aide, following all health room policies and procedures. Covers health room during hours that the Health Room Aide is not working.
7. Coordinates the “Sunshine Fund” on behalf of staff members. Sends cards and flowers as appropriate and sends out communications to staff as appropriate.
8. Student Attendance – keeps accurate daily attendance for students. Takes calls off attendance line, inputs information in SASI attendance program, types letters on behalf of Principal to parents and handles attendance reporting to state.
9. Collects lunch room counts from teachers and submits to kitchen.
10. Coordinates, types Wildcat Clips bi-monthly newsletter under the direction of the Principal.
11. Responsible for cross-covering duties/responsibilities for other office staff which may include, but are not limited to:
 - A. Provides back-up to Health Room Aide when immunization records are required to parents and State of WI.
 - B. Assists school secretary with projects as required.

- C. Assists in monitoring students when they are sent to the office for discipline reasons. Ensures they are logged in and sent to designated areas.
 - D. Makes morning announcements when necessary.
12. Assists teachers in field trip preparation, including obtaining bus quotes, arranging bus transportation, collecting permission slips and fees.
 13. Coordinates all First Stage trips.
 14. All other duties as assigned.

As Bookkeeping Assistant:

1. Handles daily bank functions – cash preparation, deposits to bank, etc.
2. Opens and sorts mail for bookkeeper
3. Tracks and records employee benefit hours (i.e. sick/personal hours)
4. Files accounts payable information for bookkeeper
5. Assists Bookkeeper with Student Activities account as needed, maintaining records and deposits as necessary.
6. Compiles Substitute payroll information each pay period.
7. Stuffs, distributes and mails payroll each pay period.
8. Enters and processes summer orders for staff.
9. Assists with audits.
10. Other duties as assigned

Minimum Qualifications

- Possess a high school diploma or its equivalent
- Demonstrate sound judgment
- Demonstrate initiative and enthusiasm
- Demonstrate ability to communicate with verbal and written language
- Be respectful of and protect the confidentiality of students, staff and families
- Be willing to accept nursing supervision
- Demonstrate clerical/computer proficiency
- Demonstrate a willingness to work collaboratively and cooperatively as school office team member
- Demonstrate willingness to obtain health room certifications and training

Recommended Qualifications

- 3-5 years of progressive office experience, preferably in an education environment
- Personal communication skills that support a friendly, welcoming office environment
- Proficiency in Microsoft Word
- Basic understanding and knowledge of Microsoft Excel
- Willingness and ability to quickly learn student database (SASI) program and accounting programs, including GUSTO

TERMS OF EMPLOYMENT:

As per contract.

Adopted by the School Board May 22, 2007