



SUBSTITUTE OFFICE SUPPORT

Duties and responsibilities:

- Assist staff with clerical duties such as typing, filing, duplicating, organizing materials for distribution, and recording information.
- Answer phones;
- Prepare correspondence, emails and bulletins;
- Assist with disciplinary processes including letter writing;
- Supervise students at the elementary level during play and recess periods in and out of classrooms;
- Office operations and procedures.

Requirements:

- High School Diploma or equivalent;
- Computer experience utilizing word processing and spreadsheet software;
- Accuracy in typing, spelling, bookkeeping, and grammar;
- Attention to detail;
- Ability to compose letters and emails;
- Ability to work under pressure;
- Maintain strict confidentiality;
- Ability to maintain outstanding public relations with students, parents, and staff;
- Willingness to work in all types of weather;
- Two (2) completed references
- Successfully complete clerical training and test.
- Bookkeeper assignments are limited to substitutes who have completed additional required district training;

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of own cultural identity as well as accepting and respecting the cultural identity of others;
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district;
- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".