

Auburn School District**Job Title:** Office Assistant**Reports To:** Building Administrator**Unit Classification:** Auburn Association of Educational Office Professionals (AAEOP)

Duties and responsibilities:

- Perform general office and clerical tasks, including typing, operating office equipment, and answering telephones.
- Maintain accurate records and ensure compliance with state-mandated attendance policies, including the BECCA Bill.
- Supervise students in detention and assist with behavior management.
- Monitor student conduct and activities in various areas of the school (playground, hallways, bus loading/unloading zones) as assigned.
- Ensure appropriate behavior and safety of students in both formal and informal areas on the school premises.
- Assist students with self-help tasks as needed.
- Provide support during student enrollment and related processes.
- Assist with other administrative tasks related to student registration, attendance tracking, and scheduling.
- Participate in additional duties as assigned, based on school needs or administrative requests.

Training and knowledge preferred:

- Knowledge of or willingness to learn Microsoft-based software and relevant WSIPC/WESPaC (Skyward).
- Experience in working with students in formal and informal activities and instructional settings.
- Course work in managing and attending to students with special needs.
- Maintain appropriate physical condition and health status necessary to perform duties and responsibilities as assigned.

Requirements:

- Ability to maintain strong, productive relationships with other employees, parents, and students.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and program.
- Maintain appropriate physical condition and health status necessary to perform duties and responsibilities as assigned.
- Maintain punctual and regular attendance.
- Maintain grooming and attire appropriate to district standards; represent district in a professional and business-like manner.
- Ability to work both as a team member and independently, communicate effectively on a team, and take initiative to see assignments through without immediate supervision.
- Willingness to perform tasks as assigned.

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

- Ability to recognize and demonstrate awareness of one's 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".

Working Conditions:

Physical Requirements: The Office Assistant position requires frequent sitting, typing, answering phones, and operating office equipment for extended periods. The role also involves standing and interacting with students, parents, and staff. The position may require occasional lifting (up to 15 pounds) for materials or files, as well as supervising students during outdoor activities, detention, and in hallways. The role involves walking, standing, and occasionally assisting students with self-help tasks. The position may require flexibility to work outside regular hours for special enrollment activities or related duties.

Work Environment: Work is performed in a fast-paced school office setting with frequent interaction with students, staff, and parents. The office assistant will need to manage a variety of administrative tasks, including record-keeping,

answering phone calls, and assisting with student attendance. There will be a dynamic interaction with students during supervision duties in hallways, bus loading areas, and detention. Noise levels vary from quiet office work to higher levels during student transitions and outdoor activities. The assistant must be able to maintain confidentiality and professionalism while managing diverse situations and supporting school staff and students. Flexibility, problem-solving, and effective communication with a variety of stakeholders are key to success in this role.