DeKalb CUSD 428
Job Description

Position Title:	Substitute Office Assistant-Professional
Department:	District Wide
Supervisor:	Building Administrator
Calendar:	As needed
FLSA Status:	Non-Exempt
Affiliation:	Unaffiliated
Date:	May 30, 2019

Objective

The Substitute Office Assistant provides coverage in the absence of the regularly scheduled office professional or office assistant. Responsibilities are to work with and assist the administrative, certified and secretarial staff members. She/he must exercise initiative, independent judgment, confidentiality and discretion in the performance of her/his duties. Work assignments are generally received with explanation of what is needed and desired results, and are then performed with a considerable degree of independence and good judgment based on knowledge and experience.

Essential Duties and Responsibilities

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ensures that all actions are compliant with established Board policies as well as the mission, vision and values defined by the district and Board of Education.
2. Carries out such additional duties as required or as conditions necessitate.
3. Participates in job training and professional growth opportunities in order to enhance ability to perform the essential functions of the job.
4. Interact with colleagues, visitors, students, parents and all individuals in a professional manner that supports an environment of respect and collaboration.
5. Assists with data entry, filing and clerical duties in school office
6. Assists with questions and phone calls, visitors and students in school office
7. Assist in a.m./p.m. bus, breakfast, lunchroom, and playground supervision as requested by the building Administrator
8. Maintains attendance records, compiles and completes attendance reports, tardy counts and letters, and calls home to parents and/or authorized guardians to locate absent students
9. Maintains discipline records, enters all Office Referrals and Discipline
10. Schedules parent conferences
11. Performs other non-instructional duties as assigned by building Principal
12.

Knowledge, Skills and Abilities

1. Ability to communicate fluently, make appropriate decisions and interact collaboratively with all individuals.
2. Ability to tolerate ambiguity; ability to balance priorities and see each through to high-quality completion
3. Ability to plan and organize to consistently meet timelines.
4. Ability to maintain confidentiality when receiving, managing and storing information; of private and sensitive nature.
5. Ability to operate a computer to enter, retrieve, review, or modify data
6. Ability to work independently; to plan and implement steps to reach an Objective in a given timeframe and exercise critical thinking, analysis and judgment.
7. Possesses skillset to learn, interpret and communicate district information
8. Ability to demonstrate excellent verbal and written skills
9. Knowledge of current technology and ability to utilize proficiently.
10. Ability to interpret policies, procedures and rules and communicate accordingly.

Qualifications

1. Multi language fluency preferred (ie. Spanish fluency; additional language skills preferred or needed per school) as desired at time of initial employment

Education and Experience

1. High School Diploma or equivalent required
2. Successful completion of college credit in an accredited institution of higher learning preferred
3. Prior experience in and office setting preferred

Supervisory Responsibility

No

Position TRS Eligible

No

Work Environment

This job operates in a professional office/school environment. This role routinely uses standard office computer equipment such as computers, laptops and servers.

Travel

Travel is infrequent; primarily local during the business day, although some out-of-area and overnight travel may be expected.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

The physical activity of this position. ***(Please check all blocks that apply)***		
☐	A.	Climbing. Ascending or descending ladders, stairs, scaffolding, ramps, poles and the like, using feet and legs and/or hands and arms. Body agility is emphasized. This factor is important if the amount and kind of climbing required exceeds that required for ordinary locomotion.
☐	B.	Balancing. Maintaining body equilibrium to prevent falling and walking, standing or crouching on narrow, slippery, or erratically moving surfaces. This factor is important if the amount of balancing exceeds that needed for ordinary locomotion and maintenance of body equilibrium.
☐	C.	Stooping. Bending body downward and forward by bending spine at the waist. This factor is important if it occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
☐	D.	Kneeling. Bending legs at knee to come to a rest on knee or knees.
☐	E.	Crouching. Bending the body downward and forward by bending leg and spine.
☐	F.	Crawling. Moving about on hands and knees or hands and feet.
☒	G.	Reaching. Extending hand(s) and arm(s) in any direction.
☐	H.	Standing. Particularly for sustained periods of time.
☒	I.	Walking. Moving about on foot to accomplish tasks, particularly for long distances or moving from one work site to another.
☐	J.	Pushing. Using upper extremities to press against something with steady force in order to thrust forward, downward or outward.
☐	K.	Pulling. Using upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.

☐	L.	Lifting. Raising objects from a lower to a higher position or moving objects horizontally from position-to-position. This factor is important if it occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
☒	M.	Fingering. Picking, pinching, typing or otherwise working, primarily with fingers rather than with the whole hand as in handling.
☒	N.	Grasping. Applying pressure to an object with the fingers and palm.
☐	O.	Feeling. Perceiving attributes of objects, such as size, shape, temperature or texture by touching with skin, particularly that of fingertips.
☒	P.	Talking. Expressing or exchanging ideas by means of the spoken word. Those activities in which they must convey detailed or important spoken instructions to other workers accurately, loudly, or quickly.
☒	Q.	Hearing. Perceiving the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discriminations in sound.
☒	R.	Repetitive motion. Substantial movements (motions) of the wrists, hands, and/or fingers.
The physical requirements of this position. ***(Please check only one block)***		
☒	A.	Sedentary work. Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Sedentary work involves sitting most of the time. Jobs are sedentary if walking and standing are required only occasionally and all other sedentary criteria are met.
☐	B.	Light work. Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or a negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for sedentary work and the worker sits most of the time, the job is rated for light work.
☐	C.	Medium work. Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
☐	D.	Heavy work. Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
☐	E.	Very heavy work. Exerting in excess of 100 pounds of force occasionally, and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects.
The visual acuity requirements including color, depth perception, and field vision. ***(Please check***		

only one block)		
☐	A.	The worker is required to have close visual acuity to perform an activity such as: preparing and analyzing data and figures; transcribing; viewing a computer terminal; extensive reading; visual inspection involving small defects, small parts, and/or operation of machines (including inspection); using measurement devices; and/or assembly or fabrication parts at distances close to the eyes.
☐	B.	The worker is required to have visual acuity to perform an activity such as: operates machines, such as lathes, drill presses, power saws, and mills where the seeing job is at or within arm's reach; performs mechanical or skilled trades tasks of a non-repetitive nature, such as carpenter, technicians, service people, plumbers, painters, mechanics, etc.
☐	C.	The worker is required to have visual acuity to operate motor vehicles and/or heavy equipment.
☐	D.	The worker is required to have visual acuity to determine the accuracy, neatness, and thoroughness of the work assigned (i.e., custodial, food services, general laborer, etc.) or to make general observations of facilities or structures (i.e., security guard, inspection, etc.)
The conditions the worker will be subject to in this position. ***(Please check all blocks that apply)***		
☐	A.	The worker is subject to environmental conditions. Protection from weather conditions but not necessarily from temperature changes.
☐	B.	The worker is subject to outside environmental conditions. No effective protection from the weather.
☐	C.	The worker is subject to both environmental conditions. Activities occur inside and outside.
☐	D.	The worker is subject to extreme cold. Temperatures typically below 32 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
☐	E.	The worker is subject to extreme heat. Temperatures above 100 for periods of more than one hour. Consideration should be given to the effect of other environmental conditions, such as wind and humidity.
☐	F.	The worker is subject to noise. There is sufficient noise to cause the worker to shout in order to be heard above ambient noise level.
☐	G.	The worker is subject to vibration. Exposure to oscillating movements of the extremities or whole body.
☐	H.	The worker is subject to hazards. Includes a variety of physical conditions, such as proximity

		to moving mechanical parts, moving vehicles, electrical current, working on scaffolding and high places, exposure to high heat or exposure to chemicals.
☐	I.	The worker is subject to atmospheric conditions. One or more of the following conditions that affect the respiratory system of the skin: fumes, odors, dust, mists, gases, or poor ventilation.
☐	J.	The worker is frequently in close quarters, crawl spaces, shafts, man holes, small enclosed rooms, small sewage and line pipes, and other areas that could cause claustrophobia.
☐	K.	The worker is required to function in narrow aisles or passageways.
☒	L.	None. The worker is not substantially exposed to adverse environmental conditions (such as in typical office or administrative work.)

Signatures

This job description has been approved by all levels of management:

Supervisor Name: _____

Signature: _____ Date: Click or tap to enter a date.

HR Representative: _____

Signature: _____ Date: Click or tap to enter a date.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name: _____

Signature: _____ Date: Click or tap to enter a date.