

## **Edina Public Schools Job Description**

### **Office Assistant, Classification D (10-Months)**

**Reports to:** Principal or Assistant Principal

**Purpose of Position:**

An Office Assistant, Classification D provides support to the district by assisting visitors, employees, and students.

**Essential Duties and Responsibilities:**

- Provides clerical and project assistance to employees.
- Makes students, employees, and visitors welcome in the office.
- Assists students, employees, and visitors with inquiries regarding general information and refers questions to the appropriate person when needed.
- Answers telephones, reviews voice mail messages and correspondence, and responds appropriately.
- Completes general office duties as directed.
- Compiles data in preparation for creating reports and disseminates to supervisor.
- Creates, monitors, and maintains accurate records, databases, and other documents.
- Creates, proofreads, and reviews reports, correspondence, records, and other documents.
- Provides accurate data with confidentiality from maintained documents.
- Assists with school functions and their preparation.
- Other duties as assigned.

**Required Qualifications:**

- High school diploma or equivalent.
- Intermediate computer skills.
- Must have intermediate skills using Microsoft Office products.
- Experience in managing and analyzing data.
- Interest in working in a school district environment.
- Knowledge of district and school policies and procedures.
- Detail-oriented with proven ability to be consistently accurate.
- Excellent organizational and time management skills.
- Ability to effectively communicate with students, employees, and visitors.
- Ability to effectively collaborate with employees.
- Ability to follow written and verbal instructions.

**Additional Information:**

- Must be willing and able to work in the following conditions: busy, noisy, with consistent interruptions.
- Ability to perform the following actions continuously: sitting, using hands dexterously, talking, hearing.
- Ability to perform the following actions occasionally: lifting and carrying up to 10 pounds, reaching, stooping, standing, bending, crouching, walking.