



Job Title: Aide Office

Exemption Status/Test: Non-Exempt

Reports to: Campus Principal

Date Revised: May 2021

Dept. /School: Assigned Campus

Pay Grade: P11

Primary Purpose:

Under close supervision, provide reception and clerical assistance for the efficient operation of the campus office.

Qualifications:

Education/Certification:

- High School Diploma or equivalent

Experience:

- Some experience in an office setting

Special Knowledge/Skills/Abilities:

- Proficient keyboarding skills
- Effective organization, communication, and interpersonal skills
- Ability to understand and follow detailed written and verbal instructions
- Ability to operate the multi-line phone system

Major Responsibilities and Duties:

1. Receive and direct incoming calls, take reliable messages, and route to appropriate staff.
2. Establish and maintain a professional relationship and open communication with parents, students, colleagues, and community members.
3. Schedule MTSS meetings with applicable committee members (Administrators, Counselors, Teachers of record, LPAC members, 504 Testing advisors, Interventionist, Instructional Coach, Attendance Clerk, and RTI Facilitator).
4. Compile all documentation from each program that services the child in preparation for the MTSS meeting (PSM, MAP, STAAR, LPAC, 504, SPED, Attendance, and Teacher Documentation).
5. Greet and direct campus visitors.
6. Maintain visitor log and issue visitor passes.
7. Ensure all documentation is ready for the meeting attendees to review.
8. Assist parents in checking students in and out of school.
9. Prepare and distribute student identification cards, bus passes, and parking stickers.
10. Assist with receiving and distributing student materials, including homework requests.
11. Receive, sort, and distribute mail, messages, documents, and other deliveries.

Other

12. Provide clerical assistance as needed, including assisting with scheduling appointments.
13. Compile, maintain, and file all reports, records, and other documents as required.
14. Maintain confidentiality.
15. Follow district safety protocols and emergency procedures.
16. Perform all duties as assigned.



Supervisory Responsibilities:

None

Mental Demands/Physical Demands/Environmental Factors

Tools/Equipment Used: Standard office equipment, including personal computer and peripherals;

Posture: Ability to sit for prolonged periods; occasional bending/stooping, pushing/pulling, and twisting

Motion: Continual sitting and reaching; repetitive hand and arm motions

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged and irregular hours,

Mental Demands: Work with frequent interruptions; maintain emotional control under stress

This document describes the general purpose and responsibilities assigned to this job. It is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Reviewed by _____ Date _____

Received by _____ Date _____