

GUILFORD COUNTY SCHOOLS JOB DESCRIPTION

JOB TITLE: GENERAL ASSISTANT SCHOOL-BASED

GENERAL STATEMENT OF JOB

Under direct supervision performs routine clerical, secretarial, and general office assistance duties in support of administrative staff, counselors, teachers, or teacher's assistants. Employee is responsible for performing routine clerical tasks in the operation of standard office equipment, supervision of students, processing of student records and forms requiring the limited application of office procedures and local and state rules and regulations within established guidelines. Employee is also responsible for answering the telephone and scheduling meeting and conferences, data manipulation through various computer driven word processing, spreadsheet and file maintenance programs are often essential duties. Reports to an assistant principal, principal, or secretary/treasurer.

SPECIFIC DUTIES AND RESPONSIBILITIES

ESSENTIAL JOB FUNCTIONS

Answers incoming telephone calls and routes them to the proper person or department; answers questions regarding the routine matters; performs routine clerical and typing duties as time permits.

Supervises students during activities such as lunch, between periods, outside activities and during periods in which the assigned teacher is absent and a substitute is being coordinated.

Makes simple arithmetic calculations manually or by use of a calculating machine according to established methods.

Transcribes information onto forms, processes letters, memoranda, reports, tabulations, statements, various card records, and other materials from rough draft or detailed instructions.

Operates copying machines, adding machines, personal computers, and other office equipment.

Performs a variety of minor clerical tasks in relieving a superior of office details.

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ADDITIONAL JOB FUNCTIONS

Performs related work as required.

MINIMUM TRAINING AND EXPERIENCE

Some clerical experience preferred. Graduation from high school; or an equivalent combination of experience and training.

MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements: Must be physically able to operate a variety of equipment including computers, copiers, laminators, etc. Must be able to exert a negligible amount of force constantly to move objects. Physical requirements are consistent with those for Sedentary Work.

Data Conception: Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Interpersonal Communication: Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments, and/or directions from superiors.

Language Ability: Requires the ability to read a variety of correspondence, reports, forms, student records, etc. Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Intelligence: Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Verbal Aptitude: Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in Standard English.

Numerical Aptitude: Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; and to determine percentages and decimals.

Form/Spatial Aptitude: Requires the ability to inspect items for proper length, width, and shape.

Motor Coordination: Requires the ability to coordinate hands and eyes rapidly and accurately in

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using automated office equipment.

Manual Dexterity: Requires the ability to handle a variety of items, office equipment, control knobs, switches, etc. Must have minimal levels of eye/hand/foot coordination.

Color Discrimination: Does not require the ability to differentiate between colors and shades of color.

Interpersonal Temperament: Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress.

Physical Communication: Requires the ability to talk and hear : (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

KNOWLEDGE, SKILLS AND ABILITIES

General knowledge of common word processing, spreadsheet, and file maintenance programs.

General knowledge of the principles of organization and administration.

Ability to type accurately at a moderate rate of speed.

Ability to maintain logs and records and to develop reports from those records.

Ability to understand and follow oral and written instructions.

Ability to maintain schedules.

Ability to establish and maintain effective working relationships as necessitated by work assignments.

DISCLAIMER

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.