

**HARRISON SCHOOL DISTRICT TWO  
ESP POSITION JOB DESCRIPTION**

**Job Title:** Building Office Aide  
**Prepared Date:** June 14, 2022  
**Work Year:** 183 days  
**Department:** School-Based  
**Reports To:** Building Administrator/Principal

**SUMMARY:** Work with staff and students as directed by the building administrator, Principal, or other designated member of the school staff. Duties may include maintaining student records, entering data into PC, filing, creating materials for teachers' use in classroom, supervising students on playground or in cafeteria, taking and tracking attendance calls, answering phones, receiving mail, and assisting in and assisting with other office/clerical tasks.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

- D 20% Provide reception services for office by greeting and offering assistance to parents/visitors, as well as receiving and routing incoming calls.
- D 14% Enter information into or access information from various computer databases, including student information, discipline, scheduling, general accounting system, purchase orders, warehouse requisitions, etc.
- D 14% Create and/or type/word process a variety of documents to include letters, memos, newsletters, bulletins, reports, etc.
- D 14% Monitor student attendance by logging in daily late check-ins and early check-outs, contact parents/guardians daily regarding students' unexcused absences.
- D 14% Copy, collate, laminate, and distribute various materials.
- D 5% At the elementary level, may assist in supervising playground and hallways to ensure safety and maintain discipline. In the absence of Health Parapro/Nurse, may dispense medication, take temps, provide ice and bandages, observe ill students, and notify parents.
- D 5% Receive, send and disburse mail, including packages and boxes, both internally/externally.
- W 5% Create, cut, count, and distribute all school information for students to take home to parents.
- D/W/M 2% Perform crossing guard duties as assigned by school administration to include attending crossing guard training and direction action of children and traffic at assigned crosswalks in order to ensure safe crossing.
- D/W/M 2% Perform lunchroom monitor duties as assigned by school administration to include assisting students with lining up to receive their lunches, helping students open items on their trays, enforcing lunchroom rules, leading students to the lunchroom, dismissing students from the lunchroom, wiping down tables, and assisting with organizing and implementing indoor activities for students during inclement weather.
- Ongoing 5% Perform other duties as assigned.

D = Daily                  W = Weekly                  M = Monthly                  A = Annually

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**EDUCATION AND TRAINING:** High school diploma or equivalent.

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**EXPERIENCE:** 0 – 2 years of general office experience.

**SKILLS, KNOWLEDGE, & EQUIPMENT:** Oral and written communication and interpersonal skills. Ability to work with children. Operating knowledge of general office equipment preferred at hire; required within three weeks after hire. Ability to promote and follow Board of Education Coherent Governance Policies, District Policies and building and department procedures; communicate, interact and work effectively and cooperatively with people from diverse ethnic and educational backgrounds and recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

**CERTIFICATES, LICENSES, & REGISTRATIONS:** None required. Criminal background check required for hire.

**SUPERVISION/TECHNICAL RESPONSIBILITY:** This job has no supervisory responsibilities. Acts as a resource for students, building staff, and parents by assisting them in the school office and/or throughout the school.

**JUDGMENT AND DECISION-MAKING:** Work is assigned by principal or designated supervisor. Decision making requires collaboration with principal, teachers, and staff. Supervisor is occasionally involved in decision making.

**SAFETY TO SELF AND OTHERS:** Medium exposure to self to repetitive motion stress due to keyboarding. Low exposure to self to cuts due to paper cutter and heat burns due to laminator.

*The physical demands, work environment factors, and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to stand; walk; sit; and reach with hands and arms. The employee is occasionally required to climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision.

**WORK ENVIRONMENT:** Occasionally exposed to outdoor weather conditions. The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to communicate, coordinate, instruct, and use interpersonal skills. Frequently required to analyze, copy, compute, synthesize, evaluate, compile and negotiate. Occasionally required to compare.