

Saddle Mountain Unified School District #90

Job Title:	Office Assistant	Job Category:	Classified Employee			
Department/Group:	Saddle Mountain Unified School District #90	Organizational Relationships:	Directly responsible to the Principal			
Level/Salary Range:	Level II	Blood Borne Pathogen Risk:	At Risk			
Work Status:	At -Will Employee	Weight Lifting Requirements:	50 lb. Minimum			
Work Days:	Monday through Friday or as assigned by supervisor	Benefits:	Discretionary Leave per Policy			
Work Hours:	As assigned by supervisor	Probationary Period:	30 working days – policy GDF			
Fingerprints Check:	As required by ARS 15-512 and District Policies					
Drug Free Campus	The use of illegal drugs is prohibited. The use of tobacco and other substances is prohibited according to policy GBED.					
Position Summary:						
This position requires the ability to deal with people in a pleasant, courteous manner, the performance of various secretarial and clerical tasks as needed, and related support associated with the daily activities and functions of a school. Must be proficient in technology programs such as MS Office and have the ability to use excellent business English, grammar, spelling and punctuation. This job requires the physical, emotional ability and dexterity to perform required work and move about as needed in a fast paced, highly intensive work environment.						
Position Qualifications and Requirements:						
1. High School diploma, or equivalent 2. Previous clerical or customer service experience 3. Proficient computer skills, i.e. MS Word, Excel, MS Outlook and 10 key preferred 4. Ability to take direction, work independently and complete assigned tasks 5. Effective organizational and time-management skills 6. Ability to maintain confidentiality 7. Excellent verbal and written communication skills 8. Proficiency in Spanish is required						
Job Description						
Role and Responsibilities 1. Takes messages, answers all telephone calls and emails in a courteous professional manner. 2. Assists students, visitors and the general public and answers inquiries about District services and programs. 3. Is loyal, cooperative and supports district and school policies. 4. Distributes mail and other correspondence in an efficient and effective manner. 5. Performs basic clerical and administrative duties as directed. 6. Maintains the absolute confidentiality of all records and information. 7. Interprets or translates as necessary. 8. Work with Student health issues when Health Aide is not available. 9. Collaborates with other staff members in a cooperative manner to solve problems. 10. Performs other duties as assigned.						
OTHER FUNCTIONS: This description is intended to indicate the kinds of duties and responsibilities that may be required of employees given this title. It shall not be construed as determining what the specified duties and responsibilities of any particular position shall be. It is not intended to limit in any way the right of supervisors to assign, direct and control the work of employees under their supervision.						
Reviewed By:	Cabinet	Date:				
Approved By:	School Board	Date:				
Last Updated By:	Merlinda Avila	Date/Time:	October 2013			