

# United Independent School District

## Department of Human Resources

### OFFICE AIDE – ELEMENTARY OR MIDDLE SCHOOL

#### Campus Assignment

**Primary Purpose:**

Assure the smooth and efficient operation of the school office and provide clerical services for the school administration staff.

**Educational Qualifications:**

- High school diploma or GED
- Able to determine phone problems when they arise
- Use typewriter, computer, printer, copier, and calculator

**Major Responsibilities and Duties:**

1. Answer the telephone and take messages.
2. Call substitutes for teachers that are going to be absent.
3. Do absence report due weekly on Fridays.
4. Check for all six weeks and final exams are turned in.
5. Answer PA system when it rings.
6. Direct parents or students to proper areas where they need to go.
7. Check on sign in sheet for teachers to sign in at the beginning and the end of the day.
8. Be available by phone, email, or video conferencing during regular business hours to confer with district personnel.
9. Regular and reliable attendance is an essential job responsibility unless instructed to work from home by supervisor.
10. Assist in maintaining a safe and healthy work environment.

**Distance Learning and Virtual Instruction Duties and Responsibilities**

In the event of a school closure in response to a disaster, flood, extreme weather condition, fuel curtailment, epidemic, pandemic or other calamity, the following duties and responsibilities will be added to the above listed Major Job Responsibilities and Duties, as directed by the Superintendent.

11. Usage of personal equipment, including but not limited to personal cellular phone, personal computer, and personal internet service when working from home during a District closure due to government or Board order or during an emergency affecting normal District operations.
12. Perform other tasks and assume other responsibilities as may be assigned by supervisor. All employees are expected to comply with lawful directives.

**Working Conditions:**

Reading; ability to communicate effectively (verbal); ability to operate computer. Repetitive hand motions; prolonged use of computer. Some bending, lifting and stooping while performing job related functions.

**Distance Learning Working Conditions:**

Tools/Equipment Used: Personal computer; use of and access to phone system; video/instructional equipment; and peripherals

Posture: Prolonged sitting

Motion: Repetitive computer work with frequent use of hands and wrists

Environment: Work from inside home or location other than school building

Mental Demands: Maintain emotional control under stress; work prolonged or irregular hours.

**Office Aide – Elementary or Middle School (continued)****Terms of Employment:**

Wage / Hour Status:	Non Exempt
Minimum Salary:	\$16,089
Pay Grade:	2
Minimum Work Days:	183
Months / Hours per Day:	10 / 7

**Date Last Revised:** 07/20

*The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skill that may be required.*