



1149 ELEMENTARY SCHOOL ASSISTANT

Classification Summary

1. Performs a variety of clerical tasks in support of and preparation for the educational process.
2. The position facilitates the smooth operation of the educational program by attending to details which free the teacher to develop a comprehensive lesson schedule. Assists the school secretary as needed.

Distinguishing Characteristics

This class is distinguished from Instructional Assistant by the focus on clerical and support duties and the supervision of students only in the lunchroom, hallway or on the playground. No direct instructional duties are performed.

Supervisory Relationships

1. The incumbent works under the general supervision of an administrator or other professional staff member.
2. The position may supervise parent volunteers, ESCAPE program students and other student aides. This may include orientation to work setting, explanations of procedures, assignment and review of work.

Examples of Duties

1. Compose and format homework assignments, charts, posters, memos, newsletters and other items as requested by the teacher.
2. Prepare classroom materials using current office technology and equipment (e.g., computer systems, fax, copiers, etc.) and production equipment (e.g. thermofax machine, laminator, staple, hole punch, binding equipment)
3. Assist in the preparation, typing and layout of such documents as the school newspaper, minutes for staff meeting and parent newsletters.
4. Sell lunch tickets to students, count receipts and post data to ledgers.
5. Assist in the health room when the nurse is absent by bandaging minor scrapes, bumps and bruises, handing out ice packs, or attending to more serious injuries while a nurse or doctor is called.
6. Supervise lunchroom, classroom, hallways, and recess yards so that an orderly atmosphere is preserved; control aggressive behavior, settle disputes and otherwise encourage well-mannered activity.
7. Substitute for Secretary as personal and telephone receptionist or for teacher in classroom as requested throughout the day.
8. Maintain an inventory of supplies for teachers and staff; complete purchase orders for additional materials and stock shelves with new supplies.
9. Sort and distribute incoming mail; perform other clerical duties as requested.
10. May perform duties specialized to the Physical Education department which include such task as minor equipment repair, inventory, attendance and grade documentation, and artwork for athletic awards.
11. May perform tasks specific to the attendance register of students such as roll call, parent contact of absent students, and weekly mailing of attendance roster to Data Processing Department.

Required Knowledge, Skills and Abilities

1. Ability to use typewriter, thermofax, ditto machine, photocopier, calculator and other standard office equipment.
2. Ability to use or learn to use computers and appropriate software, and other current office technology and equipment (e.g., computer systems, fax, copiers, etc.).
3. Organizational ability. Ability to work under pressure of simultaneous deadlines and frequent interruption.
4. Ability to make precise, accurate mathematical calculations.

5. Ability to communicate effectively orally and in writing; knowledge of English grammar, composition and spelling.
6. Ability to establish and maintain effective working relationships.

Minimum Qualifications for Class Entry

1. High school diploma or equivalent.
2. Previous experience or training in basic clerical skills including typing and filing. Demonstrated ability to type 50 wpm.

Work Environment

Works in an Elementary School setting. Performs tasks in a school office or classroom environment.