

Wachusett Regional School District

CLERICAL STAFF

JOB DESCRIPTION

TITLE:

Office Aide

QUALIFICATIONS:

The Office Aide shall possess an ability to maintain a high level of ethical behavior and confidentiality of information.

REPORTS TO:

The Building Principal and/or Designee

PERFORMANCE EVALUATION:

The Office Aide shall be evaluated annually using the Wachusett Regional School District Annual Support Staff Review Form, Form #: 001-eval.

REPRESENTATION STATUS:

AFSCME, Council 93

JOB RESPONSIBILITIES:

The Office Aide shall assist the school administration in providing for an organized and smooth operational school office environment under the direct supervision of the principal through the school secretary.

In carrying out these responsibilities, the Office Aide shall:

1. Assist the Secretary in typing, photocopying, making stencils, answering the telephone, stapling, and other office activities to assist in the smooth operation of the school office;
2. Supervise lunch recess activities of the students on the playground and/or in the school;
3. Assist the Secretary in maintaining student record files;

4. Maintain file of vendor catalogues;
5. Assist in the receiving, sorting, and distribution of school supplies;
6. Assist in copying and distribution of printed materials for staff, parents, and students;
7. Perform all other related duties as assigned by the principal or his/her designee.

4/24/97

Approved by:

Alfred D Tutela, Superintendent of Schools

Date: 04/24/97