

# Wachusett Regional School District

## CLERICAL STAFF

### JOB DESCRIPTION

#### **TITLE:**

Office Assistant

#### **QUALIFICATIONS:**

The Office Assistant 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 Assistant 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 Assistant 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 Assistant 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:

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Alfred D. Tutela, Superintendent of Schools

Date: 04/24/97