

OFFICE ASSISTANT, MIDDLE SCHOOL

Mason County Central Schools

Job Title: Office Assistant/Educational Assistant

Work Schedule: Regular school year, 7.5 hrs/day

Rate: \$10.78 – \$11.33 / hour, depending on experience within the District

Benefits: Not included

Requirements: Minimum of two years of successful college experience or successful completion of the WorkKeys test for paraprofessionals
Thorough knowledge of standard office practices, procedures and equipment
Working knowledge of Microsoft Word, Microsoft Excel, Outlook and website assistance

Job Summary

Position is responsible for providing receptionist duties and clerical office support in a middle school setting.

Essential Duties

1. Good interpersonal skills, high energy, a positive attitude, the ability to remain level-headed in a multi-task environment and the ability to deal with middle school age children and parents.
2. Answer phones, greet the public and provide routing information.
3. Record keeping of teacher and educational assistant substitutes.
4. Timesheet and leave absence collection with verification for payroll.
5. Weekly reporting, computer coding and filing of student attendance.
6. Administration and recording of student medication.
7. Distribution of staff mail.
8. Assignment and log of student lockers.
9. Data collection and record keeping of athletic physical forms.
10. Maintain accuracy of student emergency cards with student registration.
11. All other duties assigned by the Principal and Assistant Principal.

Application Instructions:

Print Application from website.

Send 1.) Completed application,
2.) Résumé with references

To: Human Resources
Office Assistant Position
Mason County Central Schools
300 W Broadway
Scottville, MI 49454

Resume deadline is 3:00 p.m. on May 23, 2008

Interviews begin the week of May 27, 2008