



Job Description

Job Title: Office Aide

Supervisor: Principal

Position Code: 4N01, DN01

Pay Grade: 7

Job Classification: Non-Exempt

Contract Length: 202 / 220 / 245 Days

Job Summary

Position is responsible for providing clerical office support in a school setting.

Essential Duties

1. Provides clerical support to the main office as needed.
2. Answers phones, greets the public, and provides routine information.
3. Distributes incoming mail.
4. Models nondiscriminatory practices in all activities.

Other Duties

1. Performs any other related duties as assigned by the Principal or other appropriate administrator.

Job Specifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

Minimum Qualifications (Knowledge, Skills and/or Abilities Required)

Completion of a standard high school or any equivalent combination of experience and training. Thorough knowledge of standard office practices, procedures, and equipment. Must be proficient in Microsoft Word and Excel. Ability to establish and maintain effective working relationships with staff and the general public.

Working Conditions & Physical Requirements

Must have the ability to sit for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal/typewriter; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels and on the telephone; speak in audible tones so that others may understand clearly in person and on the telephone; ability to understand and follow oral and written instructions; physical agility to lift up to 25 pounds.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in an office environment.

Supervision Exercised: None

Supervision Received: Principal

This job description in no way states or implies that these are the only duties to be performed by this employee. The Office Aide I will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.

Approvals:

Supervisor _____ Date _____

I acknowledge that I have received and read this job description.

Employee Name (Print) _____ Signature _____ Date _____

6/14/10 lr