

**BAINBRIDGE ISLAND SCHOOL DISTRICT
JOB DESCRIPTION**

PARAEDUCATOR – OFFICE ASSISTANT

JOB SUMMARY: Under the supervision of the building administrator, provide clerical support to administrative and certificated staff. Within this general framework, specific assignments will vary.

ESSENTIAL JOB FUNCTIONS:

- Assist the administrative secretary with clerical duties including phones, reception data entry, word processing, filing, and copying as needed.
- Maintain accurate records of lunch transactions and enter data into computer program.
- Complete daily lunch count and order appropriate number of meals.
- File, store and retrieve materials, books and records upon request.
- Process transcript requests for both new and withdrawn students.
- Substitute for administrative secretary during absences or upon request.
- Set appointments, schedule meetings with students, parents, counselors and teachers as requested.
- Provide first aid in case of student injury or illness and administer medication to students with training and direction from the school nurse as needed.
- Maintain confidentiality and display ethical behavior.
- Perform other job-related duties as assigned by the building administrator.

ESSENTIAL JOB REQUIREMENTS – QUALIFICATIONS:

- High school graduate or equivalent.
- College or other in-service training preferred.
- Valid first aid card.

SKILLS, KNOWLEDGE AND/OR ABILITIES REQUIRED:

- Knowledge and use of appropriate English, punctuation, spelling and grammar
- Basic arithmetic skills.
- Possess basic computer skills, especially word processing, data base, spreadsheet and communication software.
- Knowledge of routine record management, storage and retrieval procedures.
- Demonstrated competence in the use of business machines and computers.
- Ability to communicate effectively in oral and written form.
- Ability to understand and carry out oral and written directions.
- Ability to establish and maintain cooperative working relationships with children and adults.
- Ability to provide excellent customer service.

PHYSICAL DEMANDS:

- Persons performing service in this position will exert 10 to 25 pounds of force frequently to lift, carry, push, pull, or otherwise move objects.

- This type of work involves frequent sitting, standing, walking, stooping and bending.
- Perceiving the nature of sound, near and far vision, depth perception, providing oral information, the manual dexterity to operate business related equipment, and handle and work with various materials and objects are important aspects of this job.

Reasonable accommodation may be made to enable a person with a disability to perform essential functions of the job.

Revised 03/16/16