

MIAMI-DADE COUNTY PUBLIC SCHOOLS

JOB DESCRIPTION

CLASS TITLE: Elementary School Assistant

JOB CODE: 4275 (12- Month)
4270 (10- Month)

DEPARTMENT: Elementary Schools

PAY GRADE: 20 (UO)

DATE: 01/29/01

BASIC OBJECTIVES

This is responsible and varied general clerical and secretarial work assisting with the day to day administrative support activities of the school. The work normally involves a wide variety of clerical, office management and pupil personnel service tasks requiring considerable knowledge of school operations and support services. The work is performed under the general direction of the Principal's Secretary.

JOB TASKS/RESPONSIBILITIES

1. Maintains attendance records of students, initiates and updates data cards, makes daily entries on cards as required, and notifies parents whenever a student is absent.
2. Prepares summary attendance sheets, monthly attendance and class size reports; assists with data collection and preparation of FTE Reports and occasionally other reports as required.
3. Assigns classes, prepares and transmits student records as requested and updates as applicable; registers and withdraws students.
4. Types forms, memoranda, announcements, business correspondence and psychological reports.
5. Responds to inquiries from parents and students regarding attendance, registration requirements and procedures, etc.
6. Handles office correspondence, receives and routes telephone calls, maintains office records management system, and operates CRT to access various MSA applications to enter, maintain, or retrieve information.
7. May be assigned to contact substitute teachers, check immunization status of children, handle routine student accident and plant security reports, and process applications for free or reduced cost lunch program.

8. Assists Principal, Principal's Secretary and other staff with office activities, and may act as Principal's Secretary during the absence of same.
9. Maintains office supplies, issues bus passes and arranges for special events and field trip transportation.
10. Performs related work as required or as assigned.

PHYSICAL REQUIREMENTS

This is light work which requires the following physical activities: twisting, reaching, sitting, standing, walking, lifting, climbing, finger dexterity, grasping, talking, hearing and visual acuity. Work is performed primarily indoors.

MINIMUM QUALIFICATION REQUIREMENTS

1. Graduation from high school or an equivalent recognized certificate.
2. Two years secretarial or clerical experience.
3. Knowledge of student registration and attendance policies, practices and procedures preferred.
4. Ability to operate automated office equipment.
5. Must demonstrate competency by passing the appropriate clerical examination.

Prior revision date(s): 02/18/93, 04/29/93, 10/7/94, 07/01/98