

SCOTCH PLAINS-FANWOOD BOARD OF EDUCATION  
JOB DESCRIPTION  
OFFICE ASSISTANT

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**Date of Adoption:** December 22, 2011

**JOB TITLE:** Office Assistant

**REPORTS TO:** Designated Administrator

**NATURE AND SCOPE OF JOB:**

The Office Assistant's basic function is to perform diversified duties connected with the operation of the assigned office under the direction of the building or department administrator.

**QUALIFICATIONS:**

1. Strong interpersonal and communication skills
2. Provide evidence that a criminal record history check has been conducted and clearance has been given by the Department of Education. During the initial six-month period, provide a sworn statement that there have not been any convictions of a crime or a disorderly person's offense in accordance with 18A:6-7.1.
3. Provide evidence that health is adequate to fulfill the job functions and responsibilities with reasonable accommodation pursuant to 42 U.S.C. 12101 and in accordance with N.J.A.C. 6:3-4A.4.
4. Pass the State required Mantoux Intradermal Tuberculin Test as required by N.J.A.C. 6:3-4A.4.
5. Meet such alternates to the above qualifications, as the Superintendent may deem appropriate, acceptable and legal.

**EMPLOYMENT TERMS:**

Salary and work year to be determined by the Board of Education and in accordance with the negotiated agreement with the Scotch Plains-Fanwood Education Association.

**JOB RESPONSIBILITIES:**

An Office Assistant performs standardized computer and clerical duties that follow well-established methods and procedures, including:

1. Operates electronic typewriters, computers, copiers and other standard office equipment
2. Sorts and files correspondence and documents; removes documents from files upon request (e.g. student transfers) and keeps records of movement of materials.
3. Posts daily reports and records as required, e.g. school lunch and attendance data
4. Maintains and updates records
5. Handles staff and student requests, concerns and problems in an efficient and effective manner
6. Keeps time and attendance records
7. Receives, evaluates, identifies and redirects callers

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8. Distinguishes between routine matters and those that should be referred to the proper administrator
9. Maintains a close working relationship with administrators, secretarial and clerical staff within the district
10. Supports the Principal and school Executive Secretary in the day-to-day operations of the office
11. All other duties as assigned.

**EVALUATION:**

The Designated Administrator shall evaluate the Office Assistant in accordance with Board Policy, this Job Description, and such other criteria as shall be established by the Board of Education.