

JOB DESCRIPTION- AIDE: MIDDLE SCHOOL OFFICE

Qualifications Proficiency in basic secretarial skills including proficiency in the use of word processing, publishing, databases and spreadsheet applications; ability to use the Skyward Student Management and Financials programs. Must be personable, self-motivated, and able to work with a variety of people. Must have above average oral, written language and math skills. Must be able to handle deadlines, disruptions and stressful situations.

Reports To Middle School Principal

Job Goal Perform general secretarial, clerical and receptionist works as well as data processing of student records, attendance, and food service for the middle school principal.

Work Schedule 180 student days. Normal work hours are 7:30 AM-4:00 PM. with a 30 minute unpaid lunch.

Responsibilities:**Daily Tasks:**

1. Communicate with staff, students, parents, businesses, and the general public through telephone, email, fax and other electronic deliveries of information.
2. Assist principal, guidance counselor, technology director and athletic director with daily operations.
3. Operate technology hardware (i.e. computers, scanners, fax, telephone system, copiers, etc.) and related materials for support of office functions.
4. Word process announcements and email copies to staff and post copies on bulletin boards.
5. Assist guidance counselor with ROPES course (High and Low Courses).
6. Monitor daily attendance by class period within the student records program.
7. Collect, arrange, and distribute 9th hour forms and schedule coverage.
8. Duplicate and distribute materials for the principal and IT Director.
9. Dispense medications to students and record dosage given.
10. Assemble students for noon detention.
11. Assist in sorting and distributing mail, weighing packages, keeping postal supplies and postage money updated.
12. Enter payments for food service accounts.
13. Care for sick and injured students.
14. Check in and monitor visitors.
15. Monitor students who are sent to the principal's office for disciplinary reasons.
16. File correspondence and maintain student records.
17. Request and send student files for transfers and withdrawals.
18. Check and lock storage, office, and outside office doors before leaving work.
19. Check and lock medication storage before leaving work.
20. Schedule appointments for the principal and guidance counselor.

Weekly Tasks:

1. Reconcile food service account and deposit in bank
2. Collect and deposit money in bank for middle school fund raiser and organizations.
3. Track lesson plan submissions.

Monthly Tasks:

1. Reconcile any money for the general fund and deposit in the bank.
2. Post and update all bulletin boards in MS hallways including calendars, menus, etc.
3. Electronically collate parent newsletter, duplicate and mail.

Quarterly Tasks:

1. Label and stamp envelopes, sort, fold, file and mail progress reports.
2. Prepare report cards/progress reports for mailing/distribution.
3. Schedule Parent-Student-Teacher conferences and create signs for events.
4. Type and post honor roll; send to newspapers.
5. Create certificates for honor roll, BUG program, attendance, and other special events.
6. Distribute PRIDE cards to homeroom advisors.

Annual Tasks:

1. Duplicating handbooks and other information for students and teachers regarding the new school year.
2. Type and assemble sub-folder and substitute teacher handbooks/binders.
3. Arrange and find volunteers for yearly vision and hearing screening and immunization.
4. Budget, order and stock supplies.
5. Collect and write receipts for student fees.
6. Assist with all aspects of the middle school fund raiser.
7. Assemble registration packets.
8. Assist with year-end rollover of the middle school student records system.
9. Assemble awards programs-collect information, prepare/order certificates and type program.
10. Process immunization information into Skyward, alert parents of deficiencies, file required reports regarding non-compliance.
11. Update student files in principal's office.

Other Tasks:

1. Collect insurance forms, athletic physicals, athletic codes, and file with the proper office.
2. Keep emergency forms up to date and enter data into the student records system.
3. Record all middle school testing results into Skyward and when appropriate place in cum folders.
4. Process Athletic/Activity Codes; verify that all participants are up to date; and provide coaches/advisors with printouts of data.
5. Prepare cash box for special events.
6. Request transfer student records and create student files.
7. Send withdrawal student records when requested.
8. Supervise students during lunch period.
9. Supervise study halls as assigned and needed.
10. Complete other aide or secretarial duties as assigned by administration.

Approved: June 2, 1997

Revised: November 17, 2008