



EMPLOYEE NAME: \_\_\_\_\_

Revised: 10/12; 6/18

### JOB DESCRIPTION

<b>POSITION TITLE:</b> School Operations Assistant	<b>JOB CODE:</b> TEM9
<b>DIVISION:</b> Leadership & Learning	<b>SALARY SCHEDULE:</b> N/A
<b>DEPARTMENT:</b>	<b>WORK DAYS:</b> As Needed
<b>REPORTS TO:</b> Supervisor as assigned	<b>PAY GRADE:</b> N/A
<b>FLSA:</b> Non-Exempt	<b>PAY FREQUENCY:</b> Varies based on primary job
<b>PRIMARY FUNCTION:</b> Provides assistance, under supervision, to accomplish assigned tasks	

### REQUIREMENTS:

1.	Educational Level: High School Student
2.	Certification/License Required: None
3.	Experience: None
4.	Physical Activities: Routine physical activities that are required to fulfill job responsibilities
5.	Knowledge, Skills, & Abilities: Written and oral communication

*The Board of Education and the Superintendent may accept alternatives to some of the above requirements.*

### ESSENTIAL DUTIES:

1.	Demonstrates prompt and regular attendance.
2.	May consist of clerical duties including data entry, making copies and assisting with maintaining files.
3.	May consist of custodial duties including cleaning specified areas of the building and/or caring for school grounds.
4.	May consist of physical activities including lifting and moving items.
5.	May provide assistance in caring for children.
6.	Performs other duties as assigned by appropriate administrator.

Signature of Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Supervisor \_\_\_\_\_ Date \_\_\_\_\_