

Fort Worth Independent School District

## Job Description

<b>Posting Duration</b>	Open Year Round
<b>Title</b>	<u>Office Assistant II Pool - Various Elementary Schools (0708-CL-193)</u>
<b>Building/Campus</b>	#825 Various Elementary Schools
<b>Job File Number</b>	0708-CL-193
<b>Duty Days</b>	183
<b>Salary: From</b>	17,385.00
<b>Salary: To</b>	21,045.00
<b>Job Duties</b>	<ul style="list-style-type: none"><li>· Prepares semester updates by printing homeroom list, class lists, teacher schedules and student schedules.</li><li>· Uses SASI to enter daily attendance and maintain student data.</li><li>· Assists in the enrollment and withdrawal of students.</li><li>· Imports and prepares grading and disk for teachers.</li><li>· Acts as receptionist, answers, screens, and refers telephone calls, and responds to inquiries.</li><li>· Types correspondence, forms, reports, and other materials.</li><li>· Prepares and maintains files and records.</li><li>· Operates office equipment as needed.</li><li>· Orders, inventories, and distributes school supplies.</li><li>· May be designated by Principal to be trained in administering medication/first aide procedures by Health Services.</li><li>· Maintains log information of administered medication, first aid and calls to parents.</li><li>· Performs other job related duties as assigned.</li></ul>
<b>Job Qualifications</b>	<ul style="list-style-type: none"><li>· High school diploma or GED.</li><li>· 6 months to 2 years of secretarial or clerical experience.</li><li>· Ability to handle confidential information with discretion.</li><li>· Ability to operate personal computers and utilize applicable software.</li><li>· Excellent oral and written communication skills.</li><li>· Knowledge of NEORIS calling system preferred.</li><li>· Bilingual communication skills in Spanish/English preferred.</li><li>· Minimum net keyboarding skill of 40 words per minute (test must be taken prior to hiring).</li></ul>
<b>Application Requirements</b>	<p>Complete the on-line application.</p> <p>Attach a resume as a word document. Copy of high school diploma/GED required <b>if hired</b>. Two job related reference letters required <b>if hired</b>. All foreign transcripts must be equivocated through an approved agency.</p> <p><a href="#">(Click here for equivocation list)</a></p>
<b>Additional Job Information</b>	Performs general clerical duties.