

TITLE: ELEMENTARY SCHOOL SECRETARY

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous secretarial experience as determined by the Board
3. Knowledge of word processing, data bases, spread sheets, and reports
4. Knowledge of automated office equipment and efficient office procedures
5. Strong telephone skills and ability to communicate effectively
6. Work well with students, staff, and the public
7. Excellent organizational skills
8. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Building Principal

JOB SUMMARY

To assist the building principal in the efficient operation of the school so maximum positive impact can be made on the education of elementary school students. To carry out all secretarial and clerical duties necessary for the smooth and efficient operation of the office.

MAJOR DUTIES AND RESPONSIBILITIES

Interacting with Students and the Public

1. Receive and route incoming calls and correspondence
2. Arrange meetings, prepare agendas, and handle follow-up activities as necessary
3. Assist, log in, and direct visitors to the school
4. In the absence of a school nurse, administer medications to students according to school policy
5. In the absence of a school nurse, do head checks for lice, as needed, under the direction of the building principal
6. Supervise students in emergency situations, attend to ill or hurt students, and administer basic first aid in the absence of a school nurse, and contact parents as instructed
7. Handle daily announcements
8. Schedule appointments, meetings, and conferences as requested
9. Register students and set up permanent records entering student demographics and all other needed information
10. Help schedule parent-teacher conferences with teachers and help coordinate them with other schools

Records and Reports

1. Maintain accurate enrollment and attendance records for various reports and forward to the district clerk as needed
2. Run daily tardy reports and mail attendance letters home when necessary
3. Prepare quarterly state attendance reports

4. Send student records as requested by schools and promptly request newly enrolled student records from other schools
5. Be responsible for maintaining accurate teacher and student accounts in the form of monthly reports to the district office, including receipting, counting, and depositing all money received
6. Maintain records on all accidents, incidents, fire drill, and suspension notices, forwarding copies to the district office
7. Prepare such documents as reports, staff duty rosters, correspondence, and handbooks
8. Maintain employee records, such as absences, and submit to the district office monthly
9. Assemble and maintain reports and information in an acceptable manner, providing ready access for the building principal and the district office, including the individual school's banking and checking accounts

Miscellaneous Office Tasks

1. Call and schedule substitute teachers and prepare their timesheets
2. Maintain a well-organized, up-to-date filing system
3. Operate equipment, such as computers, copiers, intercom systems, calculators, laminators, telephone systems, and scanners
4. Process all purchase orders and send to the district office for supplies to be ordered
5. Keep track of expenditures on account encumbrance sheets
6. Assist the building principal in processing incoming supplies and equipment, checking original purchase orders, authorizing purchase and submits appropriate paperwork to the district office to facilitate proper payments for good or services received by the school
7. Distribute and inventory supplies

Other

1. Assist teachers in preparing instructional material as requested within the allowable time frame as set forth by the building principal
2. Exercise such administrative authority and perform such tasks as may be delegated by the principal
3. Make necessary administrative decisions in the absence of the building principal
4. Keep immediate supervisor informed of activities and any issues that may arise
5. Attend faculty meetings as required
6. Assume responsibility for his or her continuing professional growth and development by attendance at inservices or trainings
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

All certificated and non-certificated employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Legal Reference:	I.C. § 33-512	Governance of Schools
	I.C. § 33-1210	Information on Past Job Performance

TITLE: COMPUTER AIDE

QUALIFICATIONS

1. High school diploma or GED
2. Two years of work experience including computer operations, data processing, or microcomputers or relevant college education
3. Working knowledge of the capabilities of the computer equipment and software packages utilized by the district
4. Ability to understand diverse software manuals and their applicability to the curriculum
5. Ability to work with children
6. Demonstrated ability to assist with instructional activities
7. Knowledge of subjects matter and ability to instruct students at the direction of the teacher
8. Ability to maintain a positive learning environment
9. Works well with students, staff, and the public
10. Excellent organizational skills
11. Excellent interpersonal and communication skills
12. Able to work under pressure and deadlines
13. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO
Building Principal

JOB SUMMARY

Demonstrate and provide direction in the usage of computer hardware and software to teachers and students.

MAJOR DUTIES AND RESPONSIBILITIES

Teacher-Related Functions

1. Work closely with teachers to identify areas where computer assisted instruction can be incorporated into their curriculum
2. Aid teachers in the use of computers and computer software packages
3. Provide technical and software support for teachers conducting classes in computer labs
4. Schedule computer lab time per teachers' instructions for individuals and groups of students for remedial and enrichment activities
5. Respond to students' questions and requests for assistance
6. Observe students' work and study habits
7. Observe and record students' time on task when needed
8. Help students master equipment or instructional materials assigned by teacher
9. Encourage students to strive to meet their highest potential
10. Advise teachers regularly regarding new software acquisitions and possible applications to curriculum
11. Confer with teachers in the selection of software appropriate to students' learning tasks and level of ability

12. May edit new and existing software packages to adapt them to teachers' individual curriculum needs
13. May report student's progress in the computer lab activities to appropriate teachers
14. Provide immediate feedback on student performance

Student-Related Functions

1. Assist the teacher in devising special strategies for reinforcing material or skills based on an understanding of individual students, their needs, interests, and abilities
2. Demonstrate to students, individually and in groups, the use of computer and software packages
3. Enter and delete student network accounts
4. Supervise lab computer use
5. Maintain records of student activities relating to usage of software
6. Work with students in the production of computer generated reports and graphics projects
7. Run enrichment sections under the planning and supervision of certified teachers
8. Operate and care for equipment used in the classroom for instructional purposes
9. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Other

1. Order and maintain supplies
2. Install and configure desktop software
3. Operate printer and manage print queues
4. Troubleshoot equipment problems not requiring a trained technician
5. Help maintain a catalog of available instructional software and work cooperatively with the media specialist to provide access to appropriate software for teacher and student use
6. May install and maintain the equipment utilized in the computer network
7. Attend faculty meetings as required
8. Keep immediate supervisor informed of activities and any issues that may arise
9. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
10. Seek assistance should emergencies arise
11. Represent the school district in a positive manner
12. Know and follow school district policy and chain of command
13. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy.

TERMS OF EMPLOYMENT

This position shall be considered in all respects "employment at will". The "employment period" and other descriptions and terms set forth in this job description shall not create a property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

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Legal Reference: I.C. § 33-513 Professional Personnel
 I.C. § 33-1210 Information on Past Job Performance

TITLE: LIBRARY PARAPROFESSIONAL

QUALIFICATIONS

1. High school diploma or General Education Degree, preference may be given to applicants with college education
2. Previous library experience preferred
3. Ability to work with children one-on-one and small group situations
4. Excellent oral communication skills, able to read stories and keep students' attention
5. Knowledgeable about how to use a library
6. Knowledgeable with word processing, databases, spread sheets, reports, and periodical, reference, and book search programs
7. Ability to maintain a positive learning environment
8. Works well with students, staff, and the public
9. Excellent organizational skills
10. Excellent interpersonal and communication skills
11. Able to work under pressure and deadlines
12. Maintain confidentiality of staff and students

PRIMARY RESPONSIBILITY TO Media Specialist and Building Principal

JOB SUMMARY

To provide support services inherent to the effective operation of the school media center under the direction of the Media Specialist.

MAJOR DUTIES AND RESPONSIBILITIES

Assisting Students and Staff

1. Conduct orientations in library procedures for student library assistants
2. Monitor student computer and library materials use on a sign-in basis
3. Assist the media specialist or teacher in teaching library science skills and promote the proper use of library resources
4. Assist students in the library or media center
5. Share books with students through oral readings, book talks, reading programs, and dramatizations to stimulate interest in reading
6. Be familiar with online resources such as websites, search engines, and databases to assist students with information retrieval
7. Assist students in locating reference materials
8. Assist students in making proper use of media center equipment and materials
9. Promote and facilitate reading programs
10. Read to small groups of students and listen to individual students read
11. As requested by teachers, select and pull items for thematic units
12. Help create and distribute a library class schedule for the school instructional year

Media Center Materials and Operations

1. Process new books, magazines, and other media materials including making labels as

- needed using Dewey Decimal Classification System
2. Make labels as needed using Dewey Decimal Classification System
 3. Shelve and maintain books, audio-visual equipment, and other library resources appropriately
 4. Mend and repair books and other library materials
 5. Assess and assist in collecting library fines, if applicable, and reimbursements for lost or damaged books
 6. Conduct a yearly inventory of books and equipment
 7. Assist the media specialist in providing students with a large and varied selection of high-quality age-appropriate books as described by the “Improving Access to Books and Other Reading Materials” section of the *Idaho Comprehensive Literacy Plan: Birth – 12th Grade* when practical.
 8. Troubleshoot computer and technology problems on library computers
 9. Display and file periodical literature
 10. Check books in and out
 11. Handle overdue library loans
 12. Maintain bookkeeping functions regarding overdue books, fines, and notices of fines
 13. Operate equipment such as computers, copiers, the intercom system, calculators, laminators, the telephone system, scanners, and digital cameras
 14. Create a positive atmosphere in the library that encourages student and staff use
 15. Prepare special educational displays
 16. Take all necessary and reasonable precautions to protect students, equipment, materials, and facilities

Other

1. Handle library mail and type correspondence and reports
2. Operate equipment, such as computers, copiers, the intercom system, calculators, the laminator, the telephone system, scanners, and digital cameras
3. Duplicate learning materials as requested
4. Attend faculty meetings as required
5. Keep immediate supervisor informed of activities and any issues that may arise
6. Assume responsibility for his or her continuing professional growth and development through such efforts as reading professional journals and other publications
7. Seek assistance should emergencies arise
8. Represent the school district in a positive manner
9. Know and follow school district policy and chain of command
10. Perform other duties as assigned

EVALUATION

Performance of this position will be evaluated annually by the media specialist and/or the building principal in conformance with any applicable federal and state law, administrative rules, and Board policy

TERMS OF EMPLOYMENT

This position shall be considered in all respects “employment at will”. The “employment period” and other descriptions and terms set forth in this job description shall not create a

property right for the employee. These are set forth only to advise the employee of when and what type of services will be required by the district so long as the employment continues.

NOTE

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Legal Reference: I.C. § 33-512 Governance of Schools
 I.C. § 33-1210 Information on Past Job Performance