

EOP: Administrative Assistant for Instructional Support

<u>Reports to:</u>	Principal
<u>Supervises:</u>	None
<u>Term of Employment:</u>	10 months
<u>Salary:</u>	Office Support I - 56
<u>FLSA Exempt/Non-Exempt:</u>	Non-Exempt

Qualifications: High school diploma

Essential Job Functions:

- Maintains records and upkeep for all copiers on campus including meter readings and monthly reports
- Maintains constant communication with copier contractor for repairs and parts to be ordered
- Conducts troubleshooting processes for all campus copiers
- Keeps an ongoing count of copies for costs analysis
- Completes copy requests for teachers and clubs/organizations including the design of posters, brochures and programs
- Manages the office and classroom supply inventory including quotes and purchase orders
- Trains staff on proper copy procedures
- Programs fobs for new employees
- Assists with the measuring and ordering of supply furniture requests
- Coordinates with maintenance/custodial team for supply deliveries
- Forwards requests for information and messages to the appropriate individuals
- Performs other clerical tasks as assigned including work processing and creating databases, etc.
- Serves as a backup to the front desk receptionist, attendance clerk, administrative assistant to the principal and registrar
- Performs other duties and responsibilities as required or assigned by supervisor

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Physical and Cognitive Requirements:

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment