

# Richard McKenna Public Charter Schools

## OFFICE ASSISTANT

### Job Description

Assists the on-site and online academic advisors/registrars in assuring the smooth and efficient operation of student registration and student attendance so that the school office's maximum positive impact on the education of students can be realized. Must be able to perform a variety of duties as assigned by office management.

### **JOB QUALIFICATIONS /REQUIREMENTS:**

(At time of application.)

#### **Knowledge of:**

- Customer service skills
- Modern office practices, procedures and equipment
- Proper use and operation of a telecommunications system; proper telephone techniques and etiquette
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Principles of office management and organization
- General goals of public education
- Computational methods
- Correct English usage including grammar, spelling, punctuation and vocabulary
- Interpersonal skills including use of tact, patience and courtesy
- Basic first aid

#### **Skills:**

- Keyboarding accurately at an acceptable rate of speed
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Perform basic arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students and the public

#### **Ability to:**

- Perform responsible clerical and secretarial work independently and effectively
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Understand and carry out oral and written instructions
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and carry out oral and written instructions
- Operate a variety of office equipment including computers, fax machines and copiers
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

**Duties:**

Performs administrative duties such as, greeting/assisting visitors upon arrival at the office. Checks in and releases on-site students. Assist in writing announcements and managing social media posts. Takes notes at staff and other meetings. Distributes medication and applies basic first aid to students as needed.

Assists in handling communication with parents, teachers, school officials and others by responding to emails and phone calls.

Supports the on-site registrar by helping to oversee the attendance of students, including recording attendance and contacting parents/guardians about absences.

Fills in as necessary when substitute teachers or chaperones are unavailable. Assists in the setting up and preparation of graduation ceremonies.

Works with registrars and testing coordinator as needed with enrollment and testing of students.

Please provide the following for consideration in the posted position.

1. Letter of Application/Interest
2. Application for Employment found at <https://www.applitrack.com/rmckenna/onlineapp/default.aspx?AppliTrackJobID=210>
3. Authorization for Release of Information on Past Employment with School Employers Idaho Code 33-1210
4. Resume
5. Three Letters of Recommendation

Please direct questions to Dennis Wilson, Superintendent, by calling (208) 580-2449 or email him at [dwilson@rmckenna.org](mailto:dwilson@rmckenna.org).