

# CHANDLER UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**CLASSIFICATION:** GENERAL OFFICE  
**TITLE:** SCHOOL ASSISTANT  
**CALENDAR:** [SCHOOL ASSISTANT FULLTIME](#)  
[SCHOOL ASSISTANT PART TIME](#)  
**SALARY:** [GRADE 7](#)

### **Job Goal:**

Perform general clerical work involving the following of standardized procedures in an assigned area

### **Minimum Qualifications:**

- High School diploma or equivalent including courses in business related subjects
- Some previous clerical experience preferred
- Ability to type at an acceptable rate of speed and to operate standard business machines, including computer terminal
- Ability to work cooperatively with others
- Flexibility to work in assigned areas and possesses required knowledge and skills
- Knowledge of and adheres to all policies, regulations and rules

### **Core Job Functions:**

- Performs a wide variety of clerical work including typing, filing, coding, record keeping and preparing reports for an assigned area
- Conducts transactions with students, parents, staff or general public requiring a knowledge of rules, procedures, policies and activities
- May receive and maintain records of supplies and other materials and maintains inventory records
- Receives inquiries by telephone or in person and gives out appropriate information
- May compile information and check various reports and records and put into usable form
- Maintains a variety of files
- Inputs and updates information into computer
- May handle money and account for receipts
- May relieve a secretary who is absent or work in other departments
- May prepare time slips and process accordingly
- May set up student folders and handle enrollments, withdrawals and credits; maintains appropriate records
- May set up, process and maintain files for new students and employees
- Distributes materials and forms
- May work in the media center, process books, check books and materials in and out, enter and update information into an automated library system and perform related media duties
- Performs related duties as required
- Performs all duties in a safe and prudent manner as directed

### **Core Values/Professional Qualities:**

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction

- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model for students
- Work with a large cross section of people in a professional and non-judgmental manner

### **Physical Requirements – Office**

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.