| **Job Title:** | Special Projects Assistant |
| --- | --- |
| **Supervisor:** | Site Administrator | **Location:** |  |
| **Authorized Hours:** | 4-5 hours per day | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | F, starting at $21.93, DOE |

# **General Responsibilities**

This position performs support for the school, through independent performance of a variety of tasks with general directions. The general directions are defined by established procedure and include priorities of supervisor. The tasks may change daily or weekly as needed.

# **Qualifications:**

**Education:** High School Diploma or GED

**Experience:** Clerical experience may be substituted for post-secondary education on a year-for-year basis.

**Skills & Abilities:** Must be dependable and have excellent interpersonal skills. Must have valid driver’s license.

# **Example of Duties**

1. Substitute as Cook, Teacher Aides, Custodian, Principal Aide etc.
2. Assist teachers in the classroom
3. Organize and clean classrooms
4. Answer phones
5. Copying, scanning, and filing
6. Driving to the airport/picking up freight
7. Data entry when needed

# Other related duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# **Equipment Used -** Computer, printer, copier, fax machine

# **Independent Decisions -** Decisions of a routine, job-related nature.

# **Primary Working Contacts -** Daily contact with students, school staff and parents.

# **Responsibility for Cash, Equipment, Safety -** May be responsible for school petty cash and its accountability.

# **Supervision Received and Exercised -** Receives daily assignments from the teacher or site administrator.

# **Unusual Working Conditions -** None

# **Evaluation -** Annual written evaluation. Job performance is reviewed by site administrator.