

**St. Michael –Albertville Public Schools
JOB DESCRIPTION**

JOB TITLE	DEPARTMENT/SECTION	SUPERVISOR
Office Paraprofessional	Assigned School	Assistant Principal/Principal or Coordinator
JOB SUMMARY: Responsible for general clerical tasks in school office.		
QUALIFICATIONS: Requires a high school diploma or equivalent (GED); excellent computer, communication and interpersonal relationship skills necessary, one year of clerical experience preferred		
TASK NO.	DESCRIPTION WORK YEAR: Student Days plus 1 week after and 2 weeks before	FREQUENCY

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| 1 | Perform general office duties such as typing, sorting, filing, processing P.O's, processing mail and packages, maintaining files and records, compiling attendance, scheduling, and processing various forms and reports in order to ensure the office functions efficiently and effectively. | 60% |
| 2 | Greet and assist visitors, students, families and staff and answer telephone calls in a courteous manner; respond or refer in a timely manner | 30% |
| 3 | Supervise students as assigned | 5% |
| 4 | Attend meetings, workshops and training sessions as directed by supervisor. | 2% |
| 5 | Perform other related duties as assigned. | 3% |

SUPERVISOR'S APPROVAL

DATE

COMMITTEE'S APPROVAL

DATE