



computer system; follow up on missing forms or information with students and parents; distribute and file forms in (cum) folders; assist with Chromebook distribution and insurance.

File alphabetically, chronologically, and numerically; maintain files and records such as cum folders and perform attendance accounting as assigned.

Operate a variety of office equipment including a copier, fax machine, typewriter, computer, scanner, and assigned software.

Receive, sort, and distribute mail and packages; prepare and distribute informational packets, enrollment packets, and bulk mailings as directed.

Communicate with personnel and outside agencies in English or designated second language to exchange information and resolve issues or concerns; interpret during parent-teacher conferences between students or parents and staff

Assist in enhancing communication and relationships among community residents utilizing bilingual skills as required; promote parent involvement in schools as necessary.

Assist in monitoring, ordering, receiving, and maintaining inventory levels of office supplies.

Assist in handling of incoming and outgoing mail; assist in printing

Understand and follow oral and written instructions.

Be trained in basic and emergency first aid and CPR and follow physician directions regarding medication.

Complete work with many interruptions.

Receive, sort, and distribute mail.

Communicate effectively both orally and in writing.

Establish and maintain effective and cooperative work