

### Building Assistant

#### Purpose Statement

The job of Building Assistant is done for the purpose/s of providing general support to the building in the library, front office, teacher prep room, or computer lab; communicating information to staff, the public, and other districts; and providing information and/or direction as may be requested.

#### Essential Functions

- Coordinates a variety of activities (e.g. scheduling computer lab classes, computer hardware, etc.) for the purpose of delivering services in conformance to established guidelines.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Maintains a variety of files and records (manual and computer) (e.g. free/reduced lunch applications, report cards, test data entry, lunch counts, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, attendance, yearly reviews, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information facilitating communication among parties and/or providing direction.

#### Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.
- Attends meeting as assigned for the purpose of conveying and/or gathering information required to perform functions.

#### Job Requirements: Minimum Qualifications

##### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment using pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; adapting to changing work priorities; working as part of a team; and working with frequent interruptions.

##### **Responsibility**

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to effect the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 50% sitting, 25% walking, and 25% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is desired.

**Education:** High school diploma or equivalent.

**Equivalency:**

**Required Testing**

Pre-Employment Proficiency Test

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**Continuing Educ. / Training**

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**