

Office Aide

Branchburg Township School District

Branchburg, New Jersey

I. Title: Office Aide

II. Qualifications:

- High school graduate
- Knowledge of Microsoft Office and Google Suite
- Experience with public contact
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable

III. Reports To: Principal

IV. Job Goal: To assist the office staff by filing, copying, collecting forms, sorting mail, distributing supplies, or any additional tasks assigned by office staff.

V. Performance Responsibilities:

- Stores and issues supplies
- Maintains district safety protocols regarding visitors
- Duplicates photocopies
- Answers telephones and doorbell
- Sorts and distributes mail and other documents
- Runs errands
- Collects and records collection of money when necessary
- Types brief memoranda, envelopes, as directed by office staff
- Laminates teacher-made charts, etc.
- Completes basic clerical work for nurse
- Collects and handles student notes
- Creates class information lists and parent pick up lists
- Other duties assigned by office staff or principal as necessary

VI. Terms of Employment:

- 10 month work year

VII. Evaluation:

- Annually

Board Approved: January 26, 2006

Board of Education Revised: November 5, 2020