Independent School District 518
Worthington, MN 56187
Job Description

SECTION I: GENERAL INFORMATION

Position Title: District Administrative Office Support Assistant	**Department:** District Administration and Support-Class II Secretary
Immediate Supervisor's Position Title: Director of Human Resources	**FLSA Status:** Non-Exempt

Job Summary: The District Administrative Office Support Assistant serves as the first point of contact for visitors, staff and community members entering the district office. This position is responsible for greeting and assisting guests in a professional and welcoming manner, answering and directing incoming phone calls, and supporting daily operations of the Business Office, and Human Resources department. In addition, the Office Support Assistant ensures the security of the office by monitoring and maintaining a safe and secure entrance at all times. This position maintains strict confidentiality of document content, phone conversations and all district office discussions.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Greeting and assist visitors in a courteous and professional manner.
- Answer, screen and route incoming phone calls; provide information or direct inquiries as appropriate.
- Maintain a secure office entrance, ensuring visitors sign-in procedures and safety protocols as followed.
- Provide clerical and administrative support to the Business Office and Human Resources, including filing, data entry, and document preparation.
- Assist with scheduling, mail distribution, and general office organization.
- Performs other duties as assigned to support the efficient operation of the district office.
- Maintains absolute confidentiality of work-related issues, records and ISD 518 information.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)				**DEGREE INFORMATION:** **Type of degree: (B.S., M.A., etc.)**
	less than high school diploma			Associate degree preferred
X	**High school diploma or GED.**			**Major field of study or degree emphasis:**
	1 year college	**X**	**2 years of college-preferred**	
	3 years college		**4 years college**	

	1st year graduate level	**Essential knowledge and specialized subject knowledge required to perform the essential functions of the job:** ● High School diploma or GED required ● Additional coursework or training in office administration, business, or related field preferred. ● Awareness of confidentiality practices, particularly regarding student and personnel records. ● Basic knowledge of Human Resources and Business Office functions in a school district setting (preferred)
	2nd year graduate level	

Required Work Experience in Addition to Formal Education/Training:	
LICENSE/ CERTIFICATION	**Identify licenses/certification required upon hiring:** Valid Drivers license

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	**Required:** ● High School diploma or equivalent ● Strong interpersonal and communication skills, with the ability to interact effectively with staff, students, parents, and community members. ● Proficiency with office technology, including Microsoft Office (Word, Excel, Outlook) and basic office equipment (phone system, copier, scanner, etc.) ● Ability to maintain confidentiality and handle sensitive information with discretion. ● Strong organizational skills and attention to detail. ● Ability to manage multiple tasks and prioritize effectively in a busty office environment. Preferred: ● Previous experience in an office, receptionist, or administrative support role. ● Familiarity with school district operations, Business Office, Payroll or Human resources procedures. ● Bilingual skills (helpful but not required).

RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	**# of Employees**
		0
	TOTAL	

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	**Total:** 0

	Unusual or hazardous working conditions related to performance of

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted*	**duties:** Duties are generally performed in an administrative/office/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable or stressful conditions involving human interactions.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	**Never**	**1-33% Occasionally**	**34-66% Frequently**	**66-100% Continuously**
Stand		x		
Walk		x		
Sit				x
Use hands dexterously (use fingers to handle, feel)				x
Reach with hands and arms		x		
Climb or balance	x			
Stoop/kneel/crouch or crawl		x		
Talk or hear				x
Taste or smell		x		
Physical (Lift & carry): up to 10 pounds				x
up to 25 pounds		x		
up to 50 pounds	x			
up to 75 pounds	x			
up to 100 pounds	x			
more than 100 pounds	x			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:
Works in a standard office and school building environments. Exerting up to pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, and pull or otherwise move objects in the performance of the job.

This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.