



## **NOTICE OF VACANCY**

**Logan City School District  
101 West Center  
Logan, UT 84321**

**August 2, 2019**

### **OFFICE ASSISTANT - LHS**

The job of Office Assistant is done for the purposes of providing clerical support to assigned school site personnel; supports the position of Attendance Secretary, communicating information to staff and the public; providing complete and accurate records, and providing information and/or direction as may be requested.

**Work hours:** 5.5 hours per day

**Salary:** \$11.48 per hour

**Contract:** 180 Day contract for the 2019-2020 school year

#### **Application Process**

**Deadline: August 9, 2019 at 4:00 PM or Until filled**

All application materials must be submitted to Logan City School District Human Resources Office, 101 West Center, Logan, Utah, 84321. PHONE (435)-755-2300 FAX: (435) 755-2311.

**Selected finalists will be contacted for an interview.**

1. Completed Logan City School District Education Support Professional Application (available online at [www.loganschools.org](http://www.loganschools.org))
2. Official transcripts of all college and university credits

#### **Essential Functions**

- Answers and initiates telephone calls for the purpose of screening calls, transferring calls, responding to inquiries, taking messages, conveying and/or receiving information.
- Assists teachers and students (e.g. grading papers, covering classes, entering grades, tutoring, helping in the nursery, etc.) for the purpose of supporting school operations.
- Assists with processing of documents, forms, mailings and materials (e.g. attendance, enrollments, etc.) for the purpose of disseminating information to appropriate parties.
- Attends department and/or in-service meetings for the purpose of gathering information required to perform functions.
- Coordinates testing with the students for the purpose of ensuring that all students are tested in accordance with policy and procedures.
- Distributes materials (e.g. mail, checks, supplies, messages, etc.) for the purpose of ensuring delivery to addressee.

- Greets individuals entering the building (e.g. parents, students, visitors, substitutes, etc.) for the purpose of responding to inquires, and/or directing individuals to appropriate locations in accordance with established building procedures.
- Maintains manual and electronic documents files and records (e.g. letters, forms, reports, immunization records, records between schools (LHS, BATC, South, CCSD), etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring itemsÆ availability.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Performs general clerical functions (e.g. copying, faxing, data entry, filing, scanning, taking minutes, etc.) for the purpose of supporting office operations and instructional program.
- Performs enrollment and withdrawal procedures (e.g. evaluating transcripts, etc.) for the purpose of complying with established requirements.
- Prepares standardized documents and reports (e.g. form letters and memos, calendars, bulletins, homeless, attendance, immunization, campus yearbook, etc.) for the purpose of communicating information to other parties.
- Responds to inquires from a variety of internal and external parties (e.g. students, staff, parents, infants, etc.) for the purpose of providing information and/or direction.
- Schedules a variety of activities (e.g. car seat safety, etc.) for the purpose of making necessary arrangements for immediate supervisor.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Experience:** Job related experience is desired

**Required Testing:** None specified

**Education:** High School diploma or equivalent

**Continuing Education/Training:** None specified

**Equivalency:** None specified

**Certificates & Licenses:** None specified

**Clearances:** Criminal Justice Fingerprint/Background Clearance

It is the policy of the Logan City Board of Education that there will be no discrimination or harassment on the grounds of race, color, sex, marital status, religion, national origin, age or disability in any educational program, activity, or employment.

Reasonable accommodations for the application/interview process will be provided upon request, and as required in accordance with the Americans with Disabilities Act of 1990. Persons with disabilities may contact the Personnel Director at (435) 755-2300 for additional information or assistance.