



- Updates and maintains multiple calendars as assigned organizes appointments and meetings and makes arrangements for school visitations and facility use.
- Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required.
- Answers questions and resolves situations involving students, parents, public, location staff and District personnel through knowledge of school policies and general District rules and regulations.
- Administers first aid, provides health office coverage and dispenses approved medication to

- students in accordance with organizational policy as assigned.
- Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.

- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/school office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

Previously Revised: 6/2017