

Reports to: Principal, school nurse, and school secretary

Work Hours: 3 ½ hours per day, 175 student days, 5 inservice days, 5 days before school opens, 5 days after school closes (may be as needed during summer) plus 10 holidays for a total of 200 days.

Job Goal: To serve the principal, school nurse, school secretary, teachers, and students in creating and maintaining an atmosphere of efficiency, to help make the school run smoothly, and to demonstrate friendliness to all.

Responsibilities:

1. Keep daily attendance records for entire school on computer and complete final reports.
2. Assist secretary with filing.
3. Type reports and letters for principal and school nurse.
4. Perform lice checks, first aid, and care for sick children in the absence of the school nurse.
5. Photocopy, collate, and staple materials for teachers and students as well as principal.
6. Maintain the student records data base.
7. Answer the telephone and direct phone calls and messages; use the intercom.
8. Dispense medications to students under the supervision and in the absence of the school nurse.
9. Perform other tasks and office work as the principal may assign.

Approved: Blue Hill School Committee - July 11, 2001