CENTER GROVE COMMUNITY SCHOOL CORPORATION
JOB DESCRIPTION

Position Title	**Elementary Office Assistant**
Building/Department	**Assigned Elementary School**
Supervised & Evaluated By	**Building Principal or Designee**

Position Details:
Days Per Year: **194**
Hours Per Day: **8**

Employment Status:
- ☑ Full-Time Employment
- ☐ Part-Time Employment
- ☐ Temporary Employment
- ☐ Seasonal Employee

Benefit Level:
- ☐ **A Certified Administrators**
- ☐ **B Directors and Coordinators**
- ☑ **C Support Staff**
- ☐ **D "Other" (No Benefits)**
- ☐ **Bargaining Unit**
  Master Teacher Contract

FLSA Overtime Status:
- ☐ Exempt
- ☑ Non-Exempt

Job Description Updated:
9/2025

Minimum Qualifications and Credentials Required:

- High School Diploma or equivalent required.
- Office experience required.
- Exemplary verbal and written communications skills.
- Excellent technology skills including Word, Excel, and PowerPoint.
- Exemplary customer service and interpersonal skills.
- Ability to multitask.
- Attention to detail.

Essential Functions:

- Greet and assist students, parents, staff, vendors and visitors to the building.
- Assist the principal in maintaining a safe and secure learning environment for students, staff, parents, vendors and visitors to the building.
- Answering telephones and direct calls to appropriate contacts as needed.
- Assist visitors with Lobby Guard.
- Assist the building principal's secretary and nurse as needed.
- Assist the building principal with celebrations, events and programs.
- Scan student textbooks.
- Organize and track background checks for parent volunteers.
- Provide lunch period relief for the school nurse and/or secretary as needed.
- Assist with mail delivery.

- Help organize the teacher/staff supply room and workroom.
- Assist with student withdrawals and permanent student records.
- Support building and corporation decisions, policies and procedures.
- Maintain confidentiality regarding student, parent, family and staff information.
- Perform other duties and assume additional responsibilities as assigned by the building administrator.
- Responsible for accurately recording and maintaining student attendance records, including tracking early arrivals, late arrivals, and absences.
- Prepare and mail student attendance letters in accordance with school policy and attendance guidelines.