





Perform duties effectively with many demands on time and constant interruptions.

Take notes or minutes and transcribe accurately.

Operate a computer, related software, and standard office equipment.

Train and provide work direction to others.

Maintain records and prepare reports.

Work confidentially and with discretion.

Perform computational tasks with speed and accuracy.

Work with school improvement initiatives that close student achievement gaps between racial, ethnic, and economic groups by working with all of the diverse communities.

Communicate effectively, both orally and in writing.

Understand and follow oral and written directions.

Lift light objects according to safety regulations.

Work independently with little direction, and plan and organize work to meet schedules and timelines.

Establish and maintain effective working relationships with others.

Meet state and district standards of professional conduct as outlined in Bo.99(h)1fSo1( a)9.004(s nSude)9.004(i)-4.004(n ged )9