

Office Assistant: Provides office assistance to the school by working with the school's office manager on tasks that are assigned with the support of the Transition Coordinator. This includes but not limited to: making copies, organizing paperwork, communicating with staff via email, restocking office supplies, etc. The office assistant will learn how to use the many functions of the office copying machine, how to promptly check email for orders, fill the orders and email a response in a professional manner. In addition they complete other tasks such as designing the monthly lunch menu or other flyers for events as needed.