

## **WAUNAKEE COMMUNITY SCHOOL DISTRICT**

### **ADMINISTRATIVE ASSISTANT TO THE BUILDING PRINCIPAL**

#### **Job Description**

#### **QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required).
2. Organizational skills, word processing skills and proficiency in communication skills.
3. Ability to operate office machines such as computer, copier, fax machine, and announcement system.
4. Knowledge of software currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. CPR/First Aid Certification.

**REPORTS TO:** Building Principal

#### **GENERAL CLERICAL RESPONSIBILITIES:**

Performs clerical responsibilities necessary to accomplish objectives established by the Principal. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school-related issues.

#### **ESSENTIAL FUNCTIONS:**

1. Answer telephone, take messages, screen calls, make appointments, and schedule meetings. Act as back-up for answering telephones for Associate Principal and/or Attendance Secretaries.
2. Type correspondence and reports as required and assigned.
3. Sort and distribute mail as received.
4. Make building announcements and operate sound system.
5. Administer first aid to injured students and assist students who become ill in accordance with district policies and procedures. Prepare accident reports as required and forward to business office. Contact parent/guardian if necessary.
6. Maintain school office in an orderly efficient manner.
7. Assist teachers in preparation of materials as directed by the principal.
8. Confirm personal day(s) available for staff and request sub.

9. Keep record of teacher absences and file report to Human Resources on a monthly basis.
10. Obtain substitutes in the absence of the sub caller as necessary.
11. Maintain a workable filing system.
12. Collect money from all sources within the building and forward to the business office.
13. Coordinate graduation and award activities and information (if applicable).
14. Maintain building key records.
15. Update and maintain student handbook, teacher handbook, coaches handbook and course description books.
16. Maintain confidentiality and loyalty to employer.
17. Order supplies.
18. Provide coverage of the Health Office in the absence of the Health Assistant including during the Health Assistant's lunch and breaks.
19. Complete the necessary training as directed by the Nurse to administer medications and other medical procedures needed to properly provide coverage of the Health Office when the Health Assistant and/or Nurse are not present.

**OTHER FUNCTIONS:**

1. Determine the honor roll and distribute to the news media (if applicable).
2. Issue work permits for the Department of Workforce Development (if applicable).
3. Perform other responsibilities as assigned by the building Principal.
4. Promote a positive image of the District at all times.

Adopted: 4/22/91

Revised: March 1994  
9/8/97  
April 2002  
October 2006  
July 2012

Waunakee Community School District