
ST. JOSEPH

SCHOOL DISTRICT

Position Title: Administrative Assistant

Qualifications:

Required: High School Diploma or equivalent. Ability to type accurately 50-60 words per minute, maintain files, and prepare various reports. Must have computer experience, good communication skills, and the ability to operate general office equipment and to build positive office relationships.

FLSA: Non-Exempt

Salary Schedule: Per Approved Support Staff Salary Schedule

Direct Report: Building Principal

Terms of Employment: 12 month

Eligible for emergency telework: With Supervisor approval

Purpose: Provides a variety of administrative support to assigned administrator and department; establishes and maintains department records; coordinates assigned projects; compiles and distributes a wide variety of material and reports.

Essential Job Functions:

- Attend work in a regular, reliable and punctual manner.
- To “telework” when requested by the District.
- Provide administrative support to respective department with reporting, communication, and scheduling and event coordination.
- Act as a department receptionist, greeting visitors, answering telephone calls and communicating effectively in routine, sensitive, and confidential matters.
- Register guests and new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other departments or schools.
- Maintain the control of visitors entering the building using the door locking system.
- Maintain attendance data for respective department. Prepare time reports for payroll data.
- Other assigned duties

Employee Behavior and Conduct:

District employees shall conduct themselves in a professional manner and shall exhibit and extend such professional conduct appropriate for the circumstances to those with whom they come into contact, both internally and externally during the performance of their duties. Examples of professional conduct include, but are not limited to, being communicative, informative, fair, honest, and respectful.