

Inter-Lakes School District

Job Description



Title: Administrative Assistant	Date Revised: July 1, 2021
Classification: Non-Bargaining	Terms of Employment: Full-time, Year-round
Reports To: Building Principal	Supervises: n/a

QUALIFICATIONS:

1. Associates Degree required, Bachelor's Degree preferred.
2. A minimum of two years previous experience and/or training that includes administrative assistant and bookkeeping skills or any equivalent combination of related education, training and experience which provide the required knowledge, skills and abilities to perform the essential job functions.

JOB OBJECTIVE:

Under general supervision, provides oversight and guidance to the office staff in order to provide smooth and efficient workflow to the professional staff.

ESSENTIAL JOB FUNCTIONS*:

Administrative Support

1. Maintains principal's calendar and schedules appointments and/or interviews.
2. Serves as the liaison between school staff and administration and parents and administration.
3. Works with the active substitute list for assigned building and assists in filling absences that the absence management system is unable to fill.
4. Collects timesheets and reconciles with the absence management system.
5. Oversees volunteer process for assigned building, working in conjunction with the SAU Office.
6. Assists principal with the coordination of events.
7. Assists principal with oral, hand-written, and electronic correspondence.
8. Operates a variety of office equipment.

Recordkeeping

1. Sends budget notices and reminders to staff regarding school budget timeline and responsibilities.
2. Assists with the preparation and development of the annual school budget and preparation of the school budgets by department, grade, and/or classroom.
3. Distributes approved budget information and forms to staff.
4. Distributes purchasing policy and requisition forms.
5. Collects requisition orders from school staff and verify orders against school budget.
6. Enters requisition into financial software for all purchases.
7. Maintains open and closed purchase orders.
8. Distributes received orders to staff and receive information regarding status of the order as to completion and satisfaction.
9. Follows up on backorders by contacting vendor and updating staff.
10. Processes all purchase orders for payment and send to the SAU Office daily.
11. Maintains and manage the student activity accounts including making deposits and disbursements, keeping records, preparing monthly and yearly summaries, and assisting with annual audit process.

SKILLS

1. Must be attentive to detail.
2. Must be highly organized.
3. Must have skills working with numbers.
4. Must be proficient with the Microsoft Office suite: most importantly Word and Excel, posting to a webpage, and financial software.

WORKING CONDITIONS:

Work is primarily in an office environment. While performing the duties of this job, the employee is frequently required to sit. This position also requires periodic walking, standing, bending and light lifting. Some minor travel is required.

OTHER:

1. Perform other duties as assigned by the Principal necessary to the operation of the school.
2. Please note this job description is not designated to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee Name (Print)

Date

Employee Signature

***External and internal applicants, as well as position incumbents, who become disabled as defined under the Americans with Disabilities Act must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**