

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT TO EARLY CHILDHOOD PROGRAMS

QUALIFICATIONS:

1. Demonstrated problem solving skills and mature and discreet judgment.
2. Ability to get along with others and handle confidential matters.
3. Familiar with district policies and procedures
4. Knowledge of office practices and procedures.
5. Demonstrated ability to communicate effectively orally and in writing.
6. Ability to organize, manage time and multiple priorities to meet deadlines.
7. Aptitude for financial tasks.
8. Computer skills including experience with Microsoft Word, Excel, Outlook and Publisher
9. Personal transportation for work related errands.
9. High school diploma and minimum one year secretarial experience or any equivalent combination of education and experience.
10. Must successfully pass a background check that is satisfactory to the Board of Education.

REPORTS TO: Director of Early Childhood

JOB GOAL: To perform administrative assistant duties for all programs housed in the Early Childhood building

PERFORMANCE RESPONSIBILITIES:

1. Greet visitors, assess the nature of the visit and assist them directly or direct individual to appropriate person or resource.
2. Answer and screen incoming telephone calls, determines purpose of call and provides information directly or refers calls to the proper person.
3. Compose/prepare correspondence, reports, memos, etc. process mail and faxes informing the appropriate Director of items needing attention.
4. Track calendars.
5. Maintain student records for the early childhood program on SISK
6. Set up and maintain various filing systems such as purchase orders, packing slips, invoices, payment vouchers, policies and procedures for the operation of the early childhood program, Parents as Teachers, day care program, and federal programs.
7. Enroll and withdraw of students.
8. Complete building tasks such as tracking keys, office signs, phones, furniture, technology, etc.
9. Maintain building and departmental inventories.
10. Responsible for updating program forms each year.
11. Assist in coordinating bus scheduling for Early Childhood Program.
12. Assist with recordkeeping and scheduling for kindergarten and preschool developmental screenings.
13. Assist with recordkeeping and scheduling for Parents as Teachers
14. Prepare and track purchase orders for department budgets and follow through with procedures for payment.
15. Additional duties as assigned.

PHYSICAL DEMANDS: Primarily a desk job but requires ability to be mobile within the workplace.

TERMS OF EMPLOYMENT: 200 days as per School board Policy GDBDA

TYPE OF POSITION: Non exempt

EVALUATION: Evaluated annually by the Director of Early Childhood

APPROVED BY SCHOOL BOARD: March 21, 2019