

OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT TO HIGH SCHOOL A+/ACTIVITIES DIRECTOR

QUALIFICATIONS:

1. Adequate typing skills
2. Good computer and software computer skills
3. Basic A+ knowledge
 4. Excellent communication skills, ability to work with student, faculty and general public in a diplomatic, friendly and efficient manner.
 5. Knowledge of office practices and procedures.
 6. Ability to edit routine correspondence for spelling and grammar.
 7. Knowledge of standard office machines and equipment.
 8. Ability to use computer
 9. Possess typing skills.
 10. High school diploma.

REPORTS TO: A+ Coordinator and Activities Director

JOB GOAL: To perform general administrative assistant duties within the A+ and High School Activities Programs; To serve a public relations role for those programs by fulfilling a liaison role between the programs and the public; to serve as an administrative support person to the High School Activities Director.

PERFORMANCE RESPONSIBILITIES:

1. Types and assembles a variety of correspondence, purchase orders and reports including confidential data from taped, handwritten or verbally dictated notes; uses word-processing equipment.
2. Answers and screens incoming telephone calls; determines the purpose of the call and provides information directly or refers calls to proper person or office; has familiarity with school policies/procedures and contacts within the school system.
3. Greets visitors, students, teachers and administrators; assesses the nature of the visit; assists visitors directly or directs them to the appropriate person.
4. Sets up and maintains various filing systems such as A+ criteria for each grade of A+ students, policies and procedures, Activity/Athletic criteria, policies and procedures for all participating students, Activities Handbook updates and meetings, scheduling and contracting of Athletic events, purchase orders for A+ and Activities Departments, payroll data for event workers.
5. Sorts and distributes mail to the A+ Program and Activities Department.
6. Sets up and maintains activity event worker schedules and workers.
7. Updates District Web Calendar with all Activity/Athletic and A+ Program events.
8. Receives, transcribes, and delivers messages to students and staff.
9. Maintain open and up to date communication with Activity/Athletic program parents and A+ program parents through emails and letters.
10. Assists in ordering and maintaining supplies for A+ Program and Activities Department.
11. Assist other administrative assistants when directed.
12. Performs other duties as required or directed by immediate supervisors.

PHYSICAL DEMANDS: Sitting and Computer work, Filing

TERMS OF EMPLOYMENT: 210 days as per school board policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by the A+ Coordinator and Activities Director

APPROVED BY SCHOOL BOARD: February 21, 2019