

**OZARK R-VI SCHOOLS
JOB DESCRIPTION**

TITLE: ADMINISTRATIVE ASSISTANT–HIGH SCHOOL ATTENDANCE

QUALIFICATIONS:

1. Excellent communication skills; ability to serve the public in a diplomatic and efficient manner
2. Ability to edit routine correspondence for spelling and grammar
3. Knowledge of standard office machines and equipment
4. Ability to use all office equipment.
5. Typing skills preferred
6. High school diploma and experience required
7. Any equivalent combination of education and experience.

REPORTS TO: PRINCIPAL AND/OR CHIEF FINANCIAL OFFICER

JOB GOALS: To perform general secretarial duties for office administrators; to create and maintain attendance records, discipline records, to server a public relations role for the District by greeting and assisting visitors.

PERFORMANCE RESPONSIBILITIES:

1. Composes, types and assembles a variety of correspondence and reports including, confidential data, from handwritten, or verbally dictated notes.
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 District policies/procedures and contacts within the District.
3. Greets visitors; assesses the nature of the visit; assists them directly or directs them to appropriate person.
4. Maintains hourly and daily attendance logs; prepares attendance reports
5. Maintains and files discipline reports for Principals
6. Sets up and maintains various filing systems such as attendance, and discipline records
7. Receives, transcribes and delivers messages to students and staff.
8. In absence of Principal's secretary, business secretary or counseling secretary, perform the individual's duties as required.
9. Set up and supervise the Registration/schedule pick up at the beginning of the school year.
10. Help security office with anything that may need to be done.
11. Keep track of perfect attendance for students, receive and file parent notes for students to Opt. out of their finals at the end of each semester.
12. Perform other duties as required or directed by immediate supervisor.

TERMS OF EMPLOYMENT: 200 days as per board policy GBDBA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Principal.

APPROVED BY SCHOOL BOARD: February 21, 2019