

**OZARK R-VI SCHOOLS  
JOB DESCRIPTION**

**TITLE: ADMINISTRATIVE ASSISTANT TO HIGH SCHOOL PRINCIPAL**

**QUALIFICATIONS:**

1. Excellent communication skills; ability to work with students, faculty and general public in a diplomatic, friendly and efficient manner
2. Knowledge of office practices and procedures
3. Ability to edit routine correspondence for spelling and grammar
4. Knowledge of standard office machines and equipment
5. Ability to use microcomputers
6. Possess typing skills and shorthand skills
7. High school diploma supplemented by minimum one years' secretarial experience
- or-
8. Any equivalent combination of education and experience

**REPORTS TO:** Principal

**JOB GOAL:** To perform general secretarial duties for the building Principal; to serve a public relations role for the District by greeting and assigning visitors; to serve as an administrative support person to the school principal.

**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 attendance records for students, purchase orders, payroll data for staff, attendance records for staff, substitute teacher records, policies and procedures.
5. Sorts and distributes mail.
6. Make deposits of monies that are collected at the school.
7. Assists in ordering and maintaining supplies for the building.
8. Receives, transcribes, and delivers messages to students and staff.
9. Performs other duties as required or directed by immediate supervisor.

**TERMS OF EMPLOYMENT:** 260 days as per School Board Policy GDBDA; Compensation as per salary schedule.

**TYPE OF POSITION:** Nonexempt

**EVALUATION:** Evaluated annually by Principal

**APPROVED BY SCHOOL BOARD:** February 21, 2019