

**OZARK R-VI SCHOOL DISTRICT
JOB DESCRIPTION**

TITLE: ADMINISTRATIVE ASSISTANT-K-8 BUSINESS/FINANCE

QUALIFICATIONS:

1. Excellent communication skills, ability to work with students, faculty, and general public in a friendly, diplomatic, and efficient manner. Answer the phone, direct and assist callers
2. General knowledge of office practices and procedures
3. Ability to edit routine correspondence for spelling and grammar
4. Knowledge of and ability to operate standard office machines and equipment
5. Computer experience; basic knowledge of and ability to use Microsoft Word and Excel
6. High school diploma and minimum one year secretarial experience or any equivalent combination of education and experience
7. Must successfully pass a background check satisfactory to the Board of Education

REPORTS TO: BUILDING PRINCIPAL AND/OR CFO

JOB GOALS: To perform general secretarial duties for the building principal; to serve in a public relations role for the District by greeting and assisting visitors; to serve as administrative support to the building principal

PERFORMANCE RESPONSIBILITIES:

1. Prepares a variety of correspondence, purchase orders, and reports including confidential data from computer, handwritten notes or verbally dictated notes
2. Answers and screens incoming telephone calls; determines the purpose of the call and provides information directly or routes caller appropriately; 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 appropriately
4. Sets up and maintains various filing systems such as: attendance records for students and staff, purchase orders, substitute teacher records, enrollment records, policies and procedures
5. Enrolls and withdrawal of students
6. Prepares and prints grade cards
7. Oversees Honor Roll and Super Attendance programs; prepares and distributes awards
8. Sorts and distributes mail
9. Makes deposits of monies collected at school
10. Orders and maintains supplies for the building
11. Receives, transcribes and delivers messages to students and staff
12. Performs other duties as directed by building principal
13. Cross-trains with the Attendance/Student Secretary

PHYSICAL DEMANDS: Able to sit & use computer for long periods of time and regularly roam hallways

TERMS OF EMPLOYMENT: 220 days as per School Board policy GDBDA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Principal

APPROVED BY SCHOOL BOARD: February 21, 2019