

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

TITLE: ADMINISTRATIVE ASSISTANT-K-8 ATTENDANCE/STUDENT

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 that is satisfactory to the Board of Education.

REPORTS TO: Building Principal and/or Chief Financial Officer

JOB GOALS: To perform general secretarial duties for the building principal / office administrators; to serve a public relations role for the District by greeting and assisting visitors.

PERFORMANCE RESPONSIBILITIES:

1. Prepares a variety of correspondence and reports including confidential data from the 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. Maintains various filing systems such as: attendance records for students and staff, lunch records, substitute teacher records, enrollment records, policies and procedures.
5. Records teacher absences.
6. Sorts and distributes mail.
7. Receives, transcribes and delivers messages to students and staff.
8. Take inventories of supplies for the building.
9. Performs other duties as directed by building principal.

This position will require cross-training with the business/finance secretary.

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

TERMS OF EMPLOYMENT: 200 days as per School Board Policy GBDBA

TYPE OF POSITION: Nonexempt

EVALUATION: Evaluated annually by Principal

APPROVED BY SCHOOL BOARD: February 21, 2019