

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

TITLE: ADMINISTRATIVE ASSISTANT-HIGH SCHOOL OFFICE AND 1:1 TECHNOLOGY

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 computers and laptops
6. Possess typing and computer application skills
7. High school diploma supplemented by minimum one years' secretarial experience
- or-
8. Any equivalent combination of education and experience

REPORTS TO: High School 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; to help manage various components of 1:1 program.

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 applications.
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. Collect and keep accurate records for 1:1 payments and/or fees associated with the 1:1 initiative.
5. Helps supervise student workers in 1:1 Help Desk Center.
6. Organizes student work program for those students that will have difficulties in paying 1:1 insurance premiums.
7. Helps in laptop distribution and collection before/after school for those students not able to take laptops home
8. Assists in ordering and maintaining supplies for the building.
9. Receives, transcribes, and delivers messages to students and staff.
10. Keeps accurate records on Google Docs of CFA data.
11. Works with office personnel on Scantron issues, assessment creations, and student assessment data management.
12. Performs other duties as required or directed by immediate supervisor.

PHYSICAL DEMANDS: Be able to sit & use computer for long periods of time and also able to move about the school building.

TERMS OF EMPLOYMENT: 220 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: June 29, 2017