



GENERAL INFORMATION

TITLE..... Administrative Assistant – 10 Month and 12 Month
DEPARTMENT..... Administrative Assistants
LICENSURE..... Professional Educator License for Substitute Teacher - *Preferred*
ENDORSEMENT..... Not Applicable
CLASSIFICATION..... Classified
FLSA STATUS..... Non-exempt
REPORTS TO..... Building administration
SUPERVISORY RESPONSIBILITIES..... Not Applicable
PRIOR EXPERIENCE..... Experience as an administrative assistant/secretary is preferred
EVALUATION..... Evaluated by the Principal, Assistant Principal, and/or other certified evaluators using the agreed upon evaluation tool.

JOB GOAL(S)

Under general supervision from building administration, the employee will:

- Provide administrative support to various stakeholders at the site; including staff, students, and visitors. Establish and maintain records; compile and distribute materials and reports; and respond to inquiries from a variety of internal and external sources. Ensure smooth and efficient operations of the school office and any extension of the office to ensure that the maximum positive impact on student learning can be realized.

MAJOR DUTIES & PERFORMANCE RESPONSIBILITIES

The criterion indicated below are intended to describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Office Management

- Maintain friendly and welcoming decorum with parents, students, staff, volunteers, and general office visitors.
- Sort and classify incoming mail and packages for efficient distribution to appropriate recipients within the building.
- Distribute keys to building employees and ensure other secure access is correctly granted; key-cards and building access codes.
- Review and ensure guest teacher coverage is available for staff absences.
- Upon guest teacher arrival, provide room access, sign-in, necessary materials, and orient to school culture as needed.
- Manage the office phone system which includes answering and routing incoming phone calls.
- Use visitor management system, when available, to check-in individuals requesting access to the main school building.
- Initiate general supply purchases. Purchase, receive, store and distribute supplies.
- As requested, schedule buses for field trips and other student activities.
- Process invoices upon receipt of correct documentation from busing vendors as needed. - *Middle School Only*
- Assist with lunch procurement for students who are without a lunchtime meal.
- Distribute permanent student bus passes, and (middle school only) daily bus passes with route change indicated and approved.
- Assist in the coordination of school yearbook photos, sports photos and graduation photos; and in the distribution of photo packets and yearbooks.
- Assist parent organizations in scheduling programs and activities as needed.
- In cooperation with the building administration, ensure open house, parent-teacher conferences, and portfolio night are effectively coordinated.
- Provide minor first aid in absence of nurse or health assistant and appropriately document accidents or illnesses as directed.
- Provide school year information as needed, including but not limited to, class lists, various distribution lists, staff lists, bus lists, birthday lists.
- Assist building administration, teachers, staff, and district office personnel as needed.

Communication

- Respond to email and phone inquiries from a variety of individuals (e.g. staff, parents, students, vendors) for the purpose of providing information and/or directions as may be required. Refer problems and concerns to administrator for attention as needed.
- Maintain school calendar to document building based activities and school events, and ensure appropriate viewing access is maintained through web-based publishing wherever applicable.
- Assist in the creation and distribution of various communications including test results, or form letters as directed.

Student and Financial Records Management

- Create and maintain temporary and/or permanent records for all students enrolled in the building wherever applicable.
- Securely transfer student records upon request from requesting school(s).
- When necessary, request student records for recently enrolled students from previous school(s).
- Coordinate the distribution of various district assessments including but not limited to report cards, MAP, PARCC, and CoGat.
- Process all changes and adjustments to student schedules upon receipt of Administrator approval. - *Middle School Only*
- Work in partnership with building administration to monitor and update site-based budget.
- Maintain records for procurement card usage and expenditures.
- Document, deposit and record transactions related to Student Activity Account.
- Produce reports on a weekly, monthly, and annual basis such as enrollment and milk usage for various departments.
- Update student emergency contact information quarterly for drill packets and command boards.
- Process invoices upon receipt of correct documentation from busing vendors as needed. - *Middle School Only*

Technology

- Monitor photocopier operations as needed and secure service and supplies when situations arise.
- Maintain a working inventory of technology that exists in the building.
- Assist in the technology set-up for various building needs and events when applicable.
- Proficiently use various software programs specific to communication and student/staff information systems.

MENTAL DEMANDS

Knowledge

The employee is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include knowledge of software packages including GoogleApps for education, word processing, and spreadsheet creation; parent notification systems, working knowledge of basic hardware operations used by the district such as interactive white boards, chrome books, laptop/desktop, and iPads.

Ability

The employee is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required in this position to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; displaying patience, a sense of humor, and team-work.

Education/Preparation

The employee shall possess the equivalent of a high school diploma.

Reasoning

The employee shall possess the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee shall possess the ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. The employee shall possess ability to interpret an extensive variety of technical instructions in written, oral, diagram or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up

to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in libraries, cafeterias, parking lots, gymnasiums, auditoriums, and hallways

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.

ADOPTED

- April 25, 2016