



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Administrative Assistant I (MG21)
Department / Location:	MG21
Reports to:	School Director
Employees Supervised:	None
Classification:	Non-exempt
Status:	10-month
Created / Revised:	March 2025

Position Summary

Under the direction of the School Director, the MG21 Administrative Assistant I provides support to the administrative, teaching staff and students and their families while performing a wide range of tasks in support of the school office.

Essential Functions and Responsibilities

This position description is not intended to be an exhaustive list of all duties, knowledge or skills associated with this position but is intended to accurately reflect the essential job elements. Any combination of the job functions shown below may be performed.

Essential Functions

1. Provide administrative support to the school director and school.
2. Greet visitors upon arrival and direct to appropriate locations in the building.
3. Prioritize work and develop and implement office systems.
4. Community-Led Projects: Create and disperse contracts and invoices and create and maintain CLP attendance sheets.
5. Maintain and manage information in Infinite Campus: create classes, schedule students in MC classes, add/drop students in classes in both campuses, maintain grading window, post grades & in progress, input transcripts for new-to-district students, post and/or edit transcripts.
6. Manage and complete tasks related to student attendance including, but not limited to, tracking in Infinite Campus, follow-up phone calls, checking in all tardy students, keeping attendance spreadsheet up to date, monitoring and sending attendance letters and notifying staff when necessary.
7. Screen and refer calls, take telephone messages, and provide a wide variety of information in response to inquiries.
8. Facilitate helpdesk, maintenance and facility requests as needed.
9. Ensure appropriate handling of confidential information flowing into and out of the office, managing sensitive issues and communications responsibly.

10. Work with staff on ordering materials, finding quotes, selecting items, and checking in packages.
11. Coordinate yearly student/staff ID photos with photographer, MG21 and district office.
12. Attend meetings and training sessions related to MG21 and District programs and initiatives.
13. Help with office duties such as mail distribution, communication home regarding the school year and co-ordination of school events.
14. Design, facilitate, layout and publish MG21's monthly parent newsletter.
15. Coordinate and attend Family Teacher Forum events and monthly meetings.
16. Post photos and captions to MG21's social media and share with District social media outlets.
17. Design, maintain, troubleshoot and update MG21's website and calendar.
18. Schedule transportation and coordinate bagged lunches for student outings.
19. Manage student intake for Student Services/Support.
20. Provide support in the health room, documenting and distributing medications as needed and providing for care of health needs.
21. Recruitment: Design print and web collateral and help to create recruitment campaign for new students each year.
22. MG21 student applications and process: Help to coordinate application process. Maintain application form, spreadsheet and files. Schedule meetings.
23. Graduation: Design programs and print collateral, work with families to obtain photos and student information, help setup and coordinate the graduation events.
24. Participate in First Aid/CPR trainings.
25. Attend work regularly.
26. Optional: Yearbook: Teach basic graphic design skills and Canva to students to produce and design MG21's yearbook

Knowledge, Skills and Abilities

1. Must be motivated, flexible, personable, and enthusiastic.
2. Must be organized and able to work with nominal direct supervision.
3. Must have good written and verbal communication skills.
4. Must be well organized and demonstrate initiative.
5. Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
6. Must be able to work effectively as part of a team.
7. Must be able to produce work in a timely and accurate manner.
8. Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
9. Must be able to maintain confidentiality of sensitive information and interact with others to accomplish tasks without arousing hostility.
10. Must have knowledge of good grammar, spelling, punctuation, and basic math abilities.
11. Must be patient and understanding in interacting with students, parents, and staff.

Working Conditions

1. Indoor office environment.
2. School environment.

Physical Requirements

1. The person in this position needs to be able to move about the office.
2. must be able to remain in a stationary position 80% of the time.
3. Must be able to operate a computer and other office productivity machinery, such as a copy machine and computer printer.
4. Must be able to converse with administrators, staff, and the public, and must be able to exchange accurate information with such individuals.

5. Must be able to review written materials in print and electronic formats.

Education and Experience

- High School diploma or equivalent required.
- Experience working in a school setting preferred.
- First Aid/CPR training or willingness to attend training.

EEO Statement

The MGSD does not discriminate on the basis of age, race, sex or sexual orientation, marital status, handicap, national origin, creed, arrest or conviction record, ancestry, member of military reserve, or any other reason prohibited by state or federal law.

Acknowledgement

By signing this job description, I acknowledge that I have read and understand the duties, qualifications and requirements of the position. My signature further attests that I am able to perform the essential functions of this position with or without a reasonable accommodation. I understand that this job description does not represent a contract of employment and that the Monona Grove School District reserves the right to change duties, responsibilities or activities with or without notice.

Employee Signature

Date Signed

Disclaimer: This position description is subject to change at any time.