



MONONA GROVE

SCHOOL DISTRICT

5301 Monona Drive, Monona, WI 53716

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www.mononagrove.org

Position Description

Position Title:	Administrative Assistant II
Department / Location:	School Building
Reports to:	Building Principal
Employees Supervised:	None
Classification:	Non-exempt
Status:	12-month
Created / Revised:	February 2025

Position Summary

Under the direction of the Building Principal, the Administrative Assistant II provides support to the administrative and teaching staff 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 principal and building.
2. Manage building budgets / accounts.
3. Greet visitors upon arrival and direct to appropriate locations in the building following building security protocols.
4. Manage and complete tasks related to student enrollment, including registration, maintenance of class lists, grades, schedules, etc.
5. Manage facilities requests for building.
6. Prioritize work and develop and implement office systems.
7. Work with staff on ordering materials (purchase orders, quotes, item selection, costs, etc.).
8. Act as the central communication between students, staff, parents, and outside groups.
9. Provide assistance with assessment, intervention and testing documentation.
10. Maintain student cumulative record files, special education records and testing records.
11. Complete grading related tasks including running grade reports, grade changes/corrections, updating data files
12. Collate and prepare for mailings including report cards and progress Reports.

13. Co-create the Master Schedule with the Guidance Counselor assigned to this task.
14. Enroll students, obtain transfer records, and process incoming and outgoing student records according to "Check-In" and "Check-Out" forms and Special Education procedures
15. Send transcripts and ACT/SAT scores to colleges as requested by current and past students, parents, employers and college admissions personnel
16. Input transfer student transcript information into MG database
17. Assist athletic director with various administrative tasks.
18. Attend meetings and training sessions related to district programs and initiatives.
19. Prepare bank deposits.
20. Provide back-up support in the health room, distributing medications as needed and providing for care of health needs.
21. Update and distribute student/parent handbooks, staff resources and crisis binders.
22. Ensure appropriate handling of confidential information flowing into and out of the office, managing sensitive issues and communications responsibly.
23. Administrative duties such as mail distribution, schedule meetings, bulletin boards, special events, and communications to students' homes.
24. Provide support to students, staff and parents with Infinite Campus questions.
25. Ensure student records are accurate and up-to-date.
26. Manage/support logistics for school events such as field trips, conferences, meetings, photo retakes, student performances, etc.
27. Screen and refer calls, take telephone messages, make appointments, and provide a wide variety of information in response to inquiries.
28. Prioritize work and develop and implement office systems.
29. Serve on the Crisis Response Team, implementing safety protocol and response in crisis situations.
30. Substitute teacher tasks including acquiring substitutes for vacancies, preparing materials and reconciling absences.
31. Gather information and publish a parent newsletter monthly.
32. Creation and distribution of Yearbook (Elementary only)
33. Performs all other duties as assigned by the building principal.
34. Regular and predictable attendance.

Knowledge, Skills and Abilities

- Must be motivated, flexible, personable, and enthusiastic.
- Must be well organized and able to work with minimal supervision.
- Must have good written and verbal communication skills.
- Excellent customer service skills.
- Must demonstrate the ability to establish and maintain exemplary relationships by using appropriate interpersonal skills.
- Must be able to work effectively as part of a team.
- Must be able to produce work in a timely and accurate manner.
- Must be able to maintain self-control under stressful situations without exhibiting negative behaviors.
- Ability to prioritize work assignments and work in a fast-paced environment, while multi-tasking and being deadlines driven.
- Must be able to maintain confidentiality of sensitive information, and interact with others to accomplish tasks without arousing hostility.
- Strong technology skills.
- Basic working knowledge of copy machines, laminators, printers, etc.

Working Conditions

- Indoor office environment.
- School environment.

Physical Requirements

- The person in this position needs to be able to move about the office.
- Must be able to remain in a stationary position 80% of the time.
- Must be able to operate a computer and other office machinery, such as a copy machine and computer printer.
- Must be able to converse with administrators, staff, and the public, and must be able to exchange accurate information with such individuals.
- 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 is preferred.
- First Aid/CPR certified or willingness to attend training within 6 months of hire.
- Valid Driver's license preferred

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.