

Job Title: Administrative Assistant Employee Services – Principal

Exemption Status/Test: Nonexempt

Reports to: Principal/Superintendent

Date Revised: 8/12/2025

Dept./School: Sweet Home ISD

Primary Purpose:

Provide high-level administrative, clerical, and financial management support to ensure efficient daily operations and compliance with district policies. Handle confidential information and engage in frequent contact with all levels of district employees, outside agencies, and the general public.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Knowledge of school district organization, operations, and administrative policies

Ability to read and comprehend instructions, short correspondence, and memos

Ability to make independent decisions regarding planning, organizing, and scheduling

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, perform data analysis, and do word processing

Ability to multi-task numerous complex administrative activities

Experience:

At least 2 years secretarial experience

Preferred experience with financial management

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare other materials as requested.
2. Maintain a daily teacher attendance log and records for substitute teachers. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
3. Coordinate vendor contracts and purchasing activities.
4. Compile, maintain, and file all reports, records, and other documents as required. Maintain employee records according to established procedures.

Reception and Phones

5. Answer incoming calls and greet visitors. Respond to routine inquiries from the public, board members, and staff and refer appropriate inquiries or problems to superintendent or other administrators.
6. Assist students, teachers, and parents as needed.
7. Schedule meetings and appointments and maintain calendar for principal/superintendent.
8. Maintain organized records, both electronic and paper.

Accounting and Inventory

9. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
10. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.

Other

11. Assist with planning, preparation, and setup of faculty meetings and campus activities.
12. Sort, distribute, or deliver mail and other documents.
13. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
14. Maintain confidentiality.
15. Follow district safety protocols and emergency procedures.

Supervisory Responsibilities:

None.

Mental Demands/Physical Demands/Environmental Factors:

Tools/Equipment Used: Standard office equipment including personal computer and peripherals

Posture: Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

Motion: Repetitive hand motions; frequent keyboarding and use of mouse; occasional reaching

Lifting: Occasional light lifting and carrying (less than 15 pounds)

Environment: May work prolonged or irregular hours

Mental Demands: Work with frequent interruptions; maintain emotional control under stress
