

NOTUS SCHOOL DISTRICT 135
25257 Notus Road
Caldwell, ID 83607
Phone - (208)459-7442 Fax - (208)453-1027

Job Title: Elementary Administrative Assistant **Supervisor:** Principal/Superintendent

Job Summary: To assist in the efficient operation of the school business affairs to provide educational services with maximum productivity. Performs and directs complex and confidential administrative functions to assure operations flow smoothly.

Essential Duties

- Applies School District policies and procedures in all financial transactions.
- Maintains a complete systematic set of records of all financial transactions of the school/department.
- Records details of financial transactions in appropriate journals and subsidiary ledgers from such sources as requisitions, payroll records, etc.
- Summarizes and balances entries recorded in individual journals, computer systems, and ledger.
- Traces errors and records adjustments.
- Computes and records cash receipt summaries.
- Handles banking transactions.
- Assists with free/reduced lunch forms. Inputs student and staff data into PowerSchool.
- Assists with assigned duties involving ISEE uploads.
- Participates in in-service opportunities relating to the position.
- Files correspondence, invoices, cards, or other papers in prescribed manner.
- Reads incoming materials, sorts, and distributes it according to the particular system in use.
- Locates and removes requested information (including confidential), keeps records of materials removed and traces missing records.
- Types a variety of materials, such as letters, student/employee records, forms, memos, reports, etc., from rough drafts or corrected copy using appropriate office equipment.
- Verifies totals on report forms, requisitions, etc., and proofreads work.
- Receives telephone calls and provides general information regarding procedural matters.
- Reviews and monitors district safety and security surveillance equipment.
- Obtains, gathers and organizes pertinent data as needed, and puts it into usable form.
- Organizes school functions as assigned.
- Arranges substitutes for teachers and paraprofessionals.
- Schedules appointments for conferences and interviews.
- Arranges meetings and takes minutes as appropriate.
- Works with the principal and counselor in carrying out the day-to-day operations necessary for the smooth functioning of the school.
- Works with teachers and support personnel in carrying out the day-to-day office and administration operations necessary for the smooth functions of the school.
- Contributes to a positive, professional office atmosphere.
- Assists with the office projects to ensure smooth operation of daily functions.
- Performs related work as required. (NOTE: The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

Minimum Qualifications (Knowledge, Skills and/or Abilities Required):

- Minimum of high school diploma or equivalent. Secretarial and computer experience preferred.
- Must possess the ability to establish and maintain effective working relationships with school administrators, parents, and students.
- Ability to read, analyze, and interpret general business periodicals, professional journals, technical procedures, or governmental regulations.
- Ability to write reports, business correspondence, and procedure manuals.
- Ability to effectively present information and respond to questions from staff, students, parents, and the general public.
- Ability to solve practical problems and deal with a variety of concrete variables.
- Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
- Possesses computer skills necessary for this position. Working knowledge of PowerSchool software program preferred.
- Ability to apply knowledge of current research and theory to instructional programs; ability to plan and implement lessons based on school objectives and the needs and abilities of students.
- Ability to work in a friendly manner and to develop effective working relationships with students, staff, and parents.
- Knowledge of and ability to perform duties in accordance with Board of Education policies and procedures.
- Knowledge of School Board policies/procedures
- Ability and willingness to spend time before/after school hours

Working Conditions & Physical Requirements:

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly; physical agility to lift up to 25 pounds to shoulder height and 50 pounds to waist height; and to bend, to stoop, to sit on the floor, to climb stairs, to walk and reach overhead. While performing the duties of this job, the employee stands and talks and sometimes walks and sits. The employee is directly responsible for safety, well being, or work output of other people. The position requires the individual to meet multiple demands from several people and interact with the public and other staff.

Schedule, Salary and Benefits:

- Schedule is the standard teacher contract days, plus 10 additional days. (Subject to change).
- Salary is based on an approved Classified Salary schedule approved by the Board for the current Fiscal Year.
- Comprehensive benefit package for full time employees working more than 20 hours per week.
- Six month Probationary Period
- **This position is an ‘at will’ position in which an employee may be dismissed without having to establish “just cause”.**

Performance Appraisal:

- Annual evaluation by the Principal and/or Superintendent

This job description in no way states or implies that these are the only duties to be performed by this employee. The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A) and is not an exhaustive list of the duties performed for this position. The Administrative Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Principal, Superintendent or appropriate administrator. Notus School District 135 reserves the right to update, revise or change this job description and related duties at any time.

I acknowledge that I have received and read this job description.

Employee Name (Print) _____

Signature _____ Date _____

Supervisor _____ Date _____



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