



Franklin Pierce Schools

Job Description

POSITION TITLE: Administrator's Assistant – High School

JOB SUMMARY: The High School Administrator's Assistant is responsible for assisting the assistant principal and office manager; responding to inquiries from students, parents, district staff, and the public; preparing, distributing, and processing documents; inputting data; maintaining records and files.

ESSENTIAL JOB FUNCTIONS:

- Assists building assistant principal(s) with daily operations to ensure a safe and welcoming environment for students, staff, parents, and the public.
- Assists office manager and assumes responsibility in absence, as required.
- Responds to inquiries from district staff, students, parents, and the public to provide information, clarification and/or direction to appropriate parties.
- Maintains files and records to provide current and timely information.
- Prepares, processes, and distributes assorted documents to provide information to district staff, students, parents, and the public in order to meet district, state, and federal requirements.
- Compiles discipline data to provide documentation and information for district staff, students, parents, and the public.
- Inputs data into computer system to maintain current and accurate information for access by others.
- Supervises students requiring monitoring for disciplinary reasons or principal visits.
- Schedules meetings, events, calendars, activities, etc., for building administrators and the school.
- Other duties as assigned.

MINIMUM QUALIFICATIONS:

- High school diploma or equivalent.
- Two years of office experience in a school setting preferred.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to:

- Operate standard office equipment, including computer.
- Use proper grammar, spelling, and English in both oral and written communication.

Knowledge of:

- District and state policies and procedures.
- General clerical procedures.
- Word processing, spreadsheet, and database software, specifically knowledge of Microsoft Excel, Word, and Outlook software applications.

Ability to:

- Communicate effectively.
- Establish and maintain positive, productive, and cooperative working relationships.
- Handle confidential matters and information in a professional manner.
- Organize, set priorities, meet deadlines, attend to detail, and follow through on a variety of assigned tasks.
- Understand and carry out oral and written instructions.
- Use diplomacy when dealing with students, district staff, parents, and the public.
- Work in an atmosphere where interruptions occur frequently, and priorities are often modified.
- Work independently.

SPECIALIZED PERFORMANCE ABILITIES:

- Must be a reflective learner that values multiple perspectives.
- Must be able to adapt and be flexible to new circumstances as they arise.
- Must be able to collaborate with a team to work positively and diplomatically with potentially difficult people in demanding situations, maintaining a positive demeanor while working toward resolution.
- Must be able to manage, plan, and follow up on details.
- Must be able to sit, stand, squat, bend, and reach; grasp, hold, lift, and maneuver a minimum of 20 lbs.
- Must be comfortable with technology and learning new computer skills, to be willing to upgrade skills as requested or required.
- Must demonstrate a sincere interest in representing our school district in a positive and professional manner, both in person and by phone.
- Must have physical hand agility and tolerance for high volumes of computer data inputting.

REPORTING RELATIONSHIP: Reports to the Building Assistant Principal(s)

April 2000

Revised August 2007

Revised December 2008

Revised February 2017

Revised October 2020

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