



HIGH SCHOOL OFFICE

High School Administrative Assistant

Supporting students, families, staff, and the daily work of the high school.

This hourly, non-administrative position is the primary contact for the Barnesville High School office. The Administrative Assistant supports daily operations, student records and attendance, communication with families and staff, financial transactions, and required reports.

Position at a Glance

EMPLOYMENT

205 days | 1,640 hours | Hourly

DEPARTMENT

Barnesville High School

WRITTEN AND REVISED

Fall 2026

REPORTS TO

High School Principal

SUPERVISES

None

JOB EVALUATION DATE

TBD

Role Focus

30%



STUDENT RECORDS | Attendance, JMC, enrollment, transcripts, and meals

20%



HIGH SCHOOL OFFICE | Front desk, calendars, correspondence, and supplies

15%



FAMILY COMMUNICATION | Parent assistance, messages, and confidentiality

15%



PRINCIPAL & STAFF | Clerical support, substitute coverage, and school systems

10%



FINANCIAL DUTIES | Collections, deposits, and monthly lunch reports

10%



REQUIRED REPORTS | MARSS/Ed-Fi, DIRS, CRDC, Perkins, SunBUCKS, and demographics

Qualification Snapshot

EDUCATION

High school diploma or equivalent;
postsecondary office training preferred

EXPERIENCE

School office, secretarial, records, or
customer service experience preferred

KNOWLEDGE

JMC or student systems, attendance, data
privacy, and basic bookkeeping

Core Capabilities

- Welcoming, organized service to students, families, staff, and visitors.
- Accurate attendance, records, reporting, and routine financial work.
- Ability to use JMC and other district systems with care.

- Clear written and verbal communication and sound judgment.
- Confidential handling of student, family, and staff information.
- Ability to manage deadlines and interruptions in a busy office.

01

Student Records

30%*Attendance, enrollment, student information, and meal records*

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Monitors daily attendance in JMC; enters and corrects attendance, tardies, early dismissals, and related information.
- Assists students and families with attendance questions; maintains daily sign-in and sign-out procedures, passes, dismissal information, homeroom assignments, and lockers.
- Maintains accurate, confidential student records; assists with enrollment and withdrawal; prepares transcripts and enrollment verification; and updates student information in district systems.
- Communicates with the bus garage regarding new and withdrawn students to ensure transportation information is accurate and up to date.
- Reports cases of truancy to the appropriate county authorities when necessary.
- Maintains open enrollment documents and free and reduced-price lunch information, sends required family letters, and prepares monthly lunch reports for the business office.

02

High School Office Operations

20%*Front office, daily administration, supplies, mail, and JMC setup*

- Serves as the primary contact for the Barnesville High School office and greets and assists students, parents, staff, visitors, and community members.
- Answers and directs calls, responds to routine email and messages, and provides information on school procedures, schedules, activities, and events.
- Maintains a professional, welcoming, organized office and assists the High School Principal with daily administrative needs and special projects.
- Maintains office supplies, mail, deliveries, and other materials; mails report cards quarterly; and prepares JMC for each school year.
- Prepares daily student announcements.
- Provides backup Health Aide support and administers medications to students when the Health Aide is unavailable, in accordance with district policies and established procedures.

03

Communication and Parent Support

15%*Families, messages, routing, and confidentiality*

- Communicates with parents and guardians about routine attendance, enrollment, scheduling, and office matters.
- Receives and relays messages to students, teachers, coaches, and staff.
- Assists families with questions and directs matters to the appropriate staff member when necessary.
- Maintains confidentiality when handling student, family, and staff information.

04

Support for Principal and Staff

15%*Clerical assistance, substitute coverage, office files, and school software*

- Assists teachers and staff with administrative and clerical needs.
- Monitors daily staff absences and coordinates substitute coverage, including contacting substitute teachers and arranging for teachers or other qualified staff to cover classes when Kelly Services is unable to fill an absence.
- Maintains records of substitute teachers and verifies and approves substitute time worked for payroll processing.
- Helps prepare, communicate, and distribute information to staff and families.
- Maintains office files and records in accordance with district procedures.
- Assists staff with JMC and other school software as needed.

05

Financial and Administrative Duties

10%*Collections, documentation, deposits, and district procedures*

- Collects and accounts for iPad fees, lunch money, and other funds in accordance with district procedures.
- Prepares deposits and turns funds over to the district office.

06**Required Reports***Student data and program reporting***10%**

- Prepares or assists with MARSS/Ed-Fi reporting.
- Prepares or assists with DIRS and Carl Perkins reports.
- Prepares or assists with CRDC reporting for the Civil Rights Data Collection.
- Prepares or assists with SunBUCKS and ancestry/ethnic origin reporting.
- Checks supporting records for completeness and accuracy and coordinates submission with appropriate district staff as directed.

07**Professional Context***Decision-making, working conditions, physical effort, and mental effort***Decision-Making, Freedom to Act, and Major Challenges**

The Administrative Assistant follows district procedures and the Principal's direction to resolve routine office and student-record matters. Policy decisions, unusual requests, and matters requiring administrative judgment are referred to the Principal or other appropriate staff.

Working Conditions

Work is performed primarily in the high school office with frequent contact with students, families, staff, and visitors. The position may involve busy arrival, dismissal, reporting, and school-event periods.

Physical Effort

The position requires extended sitting and regular use of computers and office equipment, with occasional movement of records, supplies, and materials.

Mental Effort

The position requires accuracy and discretion while handling interruptions, multiple deadlines, confidential records, money, and urgent student or family questions.

08**Accountability & Expected Outcomes***Position accountability and annual performance expectations*

A performance evaluation will be conducted annually by the High School Principal.

Supervision of Others

The position does not supervise other employees. It coordinates routine information and paperwork with students, families, teachers, coaches, office personnel, and district staff under the Principal's guidance.

Machines, Tools, Equipment, Electronic Devices, and Software

- Uses computers, scanners, printers, telephones, office equipment, JMC, student reporting systems, spreadsheets, word processing, email, and other district applications.

Job Outcomes

- Provides a welcoming and responsive high school office for students, families, staff, and visitors.
- Maintains accurate and current attendance, enrollment, transcripts, student information, and other records.
- Processes sign-in, sign-out, passes, dismissals, homeroom and locker assignments, and report cards on schedule.
- Keeps JMC and other district systems accurate and ready for daily and annual use.
- Communicates routine information clearly and routes questions and messages to the right people.
- Accounts for collections and deposits accurately under district procedures.
- Prepares required reports and supporting student data accurately and on time.
- Protects confidential information and maintains orderly records and procedures.
- Provides dependable administrative support to the Principal and school staff.

Position Description Statement

This description summarizes the general nature of the work expected of an individual assigned to this position. Employees may be required to perform other job-related duties requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.