



ELEMENTARY SCHOOL OFFICE

Elementary School Administrative Assistant

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

This hourly, non-administrative position is the primary contact for the Barnesville Elementary School office. The Administrative Assistant supports daily office operations, student records and attendance, family communication, staffing, student health and safety, financial transactions, and school programs.

Position at a Glance

EMPLOYMENT

205 days | 1,640 hours | Hourly

DEPARTMENT

Barnesville Elementary School

WRITTEN AND REVISED

Fall 2026

REPORTS TO

Elementary School Principal

SUPERVISES

Administrative and student office aides as assigned

JOB EVALUATION DATE

TBD

Role Focus

25%



ELEMENTARY SCHOOL OFFICE | Front office, visitors, daily procedures, calendars, mail, and student assistance

20%



STUDENT RECORDS | Attendance, JMC, enrollment, reporting, testing, and transportation changes

15%



SCHOOL COMMUNICATIONS | Families, mailings, alerts, announcements, and community information

15%



STAFF & PRINCIPAL SUPPORT | Substitutes, staff systems, projects, and administrative assistance

15%



HEALTH, SAFETY & SECURITY | First aid, medications, student supervision, drills, and building security

10%



FINANCIAL & PROGRAM SUPPORT | Payments, kindergarten, preschool, summer programs, and transportation support

Qualification Snapshot

EDUCATION

High school diploma or equivalent; postsecondary office training preferred

EXPERIENCE

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

KNOWLEDGE

JMC or student systems, attendance, communication tools, data privacy, first aid procedures, 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, Blackboard, and other district systems with care.

- Clear written and verbal communication, sound judgment, and confidentiality.
- Ability to follow student health, medication, safety, and security procedures.
- Ability to multitask, prioritize responsibilities, and respond calmly to interruptions.

01**Elementary School Office Operations****25%***Front office, visitors, daily procedures, calendars, mail, and student assistance***ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Serves as the primary contact for the Barnesville Elementary School office and greets and assists students, parents and guardians, staff, visitors, and members of the public.
- Answers and directs telephone calls, responds to routine email and messages, and routes questions and information to the appropriate staff member.
- Maintains an organized, welcoming, and professional school office and assists students and staff with office equipment and procedures.
- Provides appropriate supervision and assistance for students waiting in or assigned to the office, including after school or during detention as directed.
- Sorts and distributes incoming mail and school communications and takes outgoing mail to the post office when an office aide is unavailable.
- Coordinates copying, filing, mailings, lamination, and other office projects and clerical needs.
- Maintains the conference calendar and room, hallway information display, lost and found, and office supplies.
- Coordinates new-family tours and serves as the school contact for student and organization pictures.
- Supervises administrative and student office aides when assigned.
- Maintains confidentiality of student, family, and staff information.

02**Student Records Attendance and Transportation****20%***Attendance, JMC, enrollment, reporting, testing, and end-of-day changes*

- Maintains accurate student attendance records in JMC, including absences, tardies, early dismissals, and related information.
- Confirms daily teacher attendance and communicates with parents or guardians regarding student absences when needed.
- Maintains student sign-in and sign-out procedures and assigns teacher schedules to students as directed.
- Compiles, maintains, and updates confidential student demographic, contact, enrollment, transfer, withdrawal, and related information.
- Prepares or assists with MARSS and Ed-Fi reporting, including PreK information, DIRS reporting, and other required student reports.
- Maintains records related to state testing and prints and organizes MCA materials.
- Assists students, parents and guardians, and bus drivers with end-of-day transportation changes and communicates changes promptly.
- Coordinates with the bus company and provides current lists of kindergarten, preschool, and newly enrolled students.

03**School Communications and Family Support****15%***Mailings, alerts, announcements, family information, and community communication*

- Coordinates and assists with school communications and mailings, including back-to-school information, report cards, progress reports, conferences, Kindergarten Round-Up, preschool screening, end-of-year information, health notices, and other school programs and events.
- Uses the Blackboard school alert system to distribute timely school information and emergency notifications as directed.
- Communicates school information and notices to the local newspaper as directed.
- Trains and assists students with morning announcements.
- Collects donations for school Spiritwear and organizes Spiritwear distribution on Fridays.
- Collects and organizes donated items and helps connect students with needed winter clothing or shoes.
- Assists families with routine questions and directs concerns to the appropriate employee or administrator.

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Staffing Principal and Administrative Support

15%*Substitutes, staff systems, projects, events, and administrative assistance*

- Coordinates substitute teacher coverage when employees are absent and communicates assignments and changes to appropriate staff.
- Creates and maintains substitute folders and supporting information.
- Enters new employees and required setup information in JMC and other school systems as directed.
- Assists the Elementary School Principal with staff schedules, notices, projects, reports, correspondence, and other administrative needs.
- Assists teachers and staff with administrative and clerical needs and helps prepare and distribute information.
- Assists with preparation and organization of special events and school activities.
- Provides administrative assistance to the Parent Teacher Organization with various tasks.
- Prepares reports and information requested by the Elementary School Principal or district office.
- Performs other duties assigned by the Elementary School Principal, Superintendent, or High School office.

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Student Health Safety and Security

15%*First aid, medications, student supervision, emergency procedures, and building security*

- Provides basic first aid within the scope of district procedures and training and assists with supervision of students in the health or sick room.
- Follows district procedures during medical emergencies and contacts the school nurse, parents or guardians, emergency personnel, or administrators as required.
- Orders student medications as directed and maintains complete and accurate medication records.
- Administers medications when needed and authorized in accordance with district procedures and training.
- Assists with emergency and fire drills and related student and staff communication.
- Supports school security procedures, including monitoring doors and hall passes and reporting concerns to the appropriate authorities.
- Responds calmly and professionally to changing student health, safety, and supervision needs.

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Financial and Program Support

10%*Payments, kindergarten, preschool, summer programs, and transportation support*

- Collects, documents, and processes payments of various types, including rentals, checks, cash, lunch payments, preschool invoices, iPad fees, and other school funds in accordance with district procedures.
- Assists with Kindergarten Round-Up, kindergarten registration and enrollment, and preparation of student folders and registration materials.
- Assists with preschool screening communication and records, compiles preschool student folders and information, and prepares preschool invoices and reports.
- Assists with collection and documentation of preschool payments when assigned.
- Assists with planning and coordination of summer field trips and helps organize summer school programming.
- Assists van drivers with scheduling, student information, and other transportation needs.

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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 Elementary School Principal's direction to resolve routine office, student-record, health, safety, transportation, and financial 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 elementary school office with frequent contact with students, families, staff, and visitors. The position may involve busy arrival, dismissal, health-room, reporting, school-event, and summer-program 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, discretion, and frequent multitasking while handling interruptions, multiple deadlines, confidential records, money, medications, and urgent student or family needs.

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Accountability & Expected Outcomes

Position accountability and annual performance expectations

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

Supervision of Others

The position supervises administrative and student office aides when assigned and coordinates routine information and paperwork with students, families, teachers, substitute employees, transportation personnel, office staff, and district staff under the Principal's guidance.

Machines, Tools, Equipment, Electronic Devices, and Software

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

Job Outcomes

- Provides a welcoming and responsive elementary school office for students, families, staff, and visitors.
- Maintains accurate attendance, enrollment, student information, testing records, and transportation information.
- Communicates routine and urgent information clearly through JMC, Blackboard, mailings, announcements, and direct contact.
- Coordinates substitute coverage, staff setup, office aides, and administrative support reliably.
- Follows student health, medication, safety, security, and emergency procedures accurately.
- Accounts for payments and other school funds accurately under district procedures.
- Supports kindergarten, preschool, summer programs, special events, and student services.
- Protects confidential information and maintains orderly records and procedures.
- Provides dependable administrative support to the Elementary School 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.