Wilton-Lyndeborough Cooperative School District
School Administrative Unit # 63

Administrative Assistant Job Description

Position: To provide a well-organized, efficient office environment that benefits students, staff, and the public.

Reports To: Principal

Qualifications:

Education and Experience:

- High School Diploma or equivalent
- Office experience preferred, but not required

Necessary Knowledge, Skills, and Abilities:

- Thorough knowledge of modern office procedures, practices, and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Thorough knowledge of modern standard bookkeeping principles, practices, and procedures.
- Ability to maintain confidentiality at all times.
- Ability to prepare correspondence according to standard business practices.
- Ability to remain calm in difficult situations.
- Ability to successfully multitask within a role.
- Ability to accurately and expeditiously type correspondence, reports, and memoranda.
- Ability to complete financial processing procedures.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

Physical Demands: NA

Background Check: The candidate will need to successfully pass a background investigation including fingerprint and criminal history evaluation.

General Duties & Responsibilities:

Except as specifically noted, the following functions are considered essential to this position:

The principal function of an employee in this position is to provide clerical support to school administration as well as provide customer service to the public. The work performed is under the direction of the school administration or designee, but considerable leeway is granted for the exercise of independent judgment and initiative.

● Works within a team environment to provide needed services of an educational office.

● Greets office visitors, including students, parents, faculty, officials and members of the community.

● Answers incoming telephone calls. Forwards all calls and messages in a professional manner.

● May work with volunteer students, and may be responsible for providing general office training and oversight support.

● Set up and maintain files, correspondence, and student/staff lists.

● Maintains building databases when assigned.

● May type staff evaluations and forward them to appropriate staff.

● Sorts and processes incoming mail and materials/supplies.

● Maintains the inventory of all building and equipment supplies. Oversees the maintenance of office equipment including copier, fax machine, Pitney Bowes machine, etc.

● Generates and maintains the student and teacher handbooks and other school-specific manuals such as Course of Studies.

● Prepares purchase orders, checks materials received by verifying packing slips to invoices, and distributes materials within the building.

● Maintains and balances checkbooks for student activity funds.

● Monitors student behavior in the office when necessary and maintains logs as assigned.

● Prepares the annual budget in accordance with specified policies and procedures.

● Utilizes various software programs for purchasing and budgeting processes.

● Monitors budget spending, and advises administrators and staff of the status of budget.

● Arranges school-wide functions as assigned including facility requests.

● Assist with field trip arrangements and process transportation requests as needed.

This job description is not intended to be all-inclusive and employees may perform other tasks and assume other responsibilities as assigned by the supervisor.

- May assist with staff and student scheduling processes, except where done in High School Guidance.
- Coordinate substitutes for staff absences
- Maintain records on student and staff attendance
- Cover job responsibilities for other office staff when absent.
- Maintains confidentiality of information.
- Must comply with all School District policies and building/department rules, procedures, practices, and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration, and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by the building administration.

Evaluation: Performance of duty responsibilities will be reviewed annually.

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