

## JOB DESCRIPTION

### School Administrative Assistant

**REPORTS TO:** Building Administration

**CLASSIFICATION:** Administrator: \_\_GEEA \_\_ESP: \_\_X\_AFSCME \_\_EXEMPT

**GENERAL RESPONSIBILITIES:** The School Administrative Secretary assists the Building Principal in all operations pertaining to the smooth and efficient running of the school.

#### **ESSENTIAL JOB FUNCTIONS**

*Some of these job functions will pertain to the junior high school level and will be assigned accordingly.*

- Maintains organization of the school office by acting as a liaison between the Building Principal, parents, students, public, district, staff, custodians, maintenance, and vendors.
- Provides detailed messages and screens calls for the principal, directs calls to appropriate parties, takes action as appropriate.
- Responsible for maintaining any and all written correspondence, as directed by the Principal.
- Performs various fiscal and/or budget related duties including, but not limited to:
  - ▶ assisting in compiling the building budget, tracking budget requests
  - ▶ ordering and tracking school supplies
  - ▶ preparing purchase orders,
  - ▶ making bank deposits, balancing accounts
  - ▶ reimbursements of vouchers,
  - ▶ maintaining building accounts, petty cash fund,
- Tracks building usage, school calendar
- Coordinates bus transportation, if required, including field trips, scheduling, fees, assisting students, etc.
- Coordinates the maintenance of the voice mail system for the school and training of new staff.
- Coordinates waivers and free lunch programs for students
- Maintains files and records in the office as requested by the principal
- Performs personnel related tasks/maintains records as directed by the principal.
- Maintains students records/files
- Maintains records for discipline referral system including suspension letters, truancy correspondence and excessive tardy and absence notices.
- Coordinates student registration/enrollment and prepares/maintains transfer records for students
- Coordinates maintaining staff/student attendance records/reports, including daily, district, and state reports, contacting parents.
- Coordinates maintaining various reports including milk, waiver program, finance, staff attendance,
- Substitute reports/records, timesheets.
- Supports guidance office by maintaining records, supports special education office by preparing paperwork for conferences and maintaining records.
- Maintains office copiers and other general office equipment.
- Provides assistance to parents, students, staff, vendors, public
- Problem-solves issues involving staff, students, and parents, when necessary.
- Interfaces with all levels within the district, local, regional and state governmental bodies.

**KNOWLEDGE AND SKILLS**

- Must be proficient in keyboarding and in the use of a personal computer, photocopier, telephone system, and other general office equipment.
- Must be proficient with spreadsheet and word processing software.
- Familiarity with a student data system preferred.
- Requires an understanding of confidentiality and good interpersonal skills.
- Requires good oral and written communication skills.
- Must have excellent organizational skills and be able to handle a number of tasks of a diverse nature simultaneously.

**EDUCATION AND CREDENTIALING**

- High school diploma or equivalent required.
- A minimum of 1-3 years of administrative secretarial experience in a school environment is preferred.

**EVALUATION**

- Building Administration will evaluate annually.

**DIRECT REPORTS TO THIS POSITION**

- School secretary

**WORK YEAR**

- 11 months (school year plus additional weeks prior to school starting and after school ends.)

<b><u>PHYSICAL ABILITY JOB REQUIREMENTS</u></b>	<b>Not Important</b>	<b>Desirable</b>	<b>Essential</b>	<b>Critical</b>
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			

Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

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Employee Signature

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Date