

## JOB DESCRIPTION

### JOB TITLE/ASSIGNMENT

<b><u>JOB TITLE:</u></b>	Assistant to Principal – Elementary School
<b><u>REPORTS TO:</u></b>	Building Principal
<b><u>REQUIREMENTS:</u></b>	<p>High School Diploma or equivalent            Minimum of 2 years relevant administrative experience            Ability to work efficiently using personal computer, various technology programs (Word, Excel, etc.) building telephone in addition to other general office equipment            Ability to communicate at all levels within the District            Position also requires a high degree of confidentiality, oral and written communication skills, and organization skills            Ability to handle a number of tasks of a diverse nature simultaneously            Ability to work closely with parents, students, and staff            Any combination of experience and education will be considered.</p>
<b><u>WORK YEAR:</u></b>	11 month, Full Time

### RESPONSIBILITIES/DUTIES

#### ESSENTIAL JOB FUNCTIONS:

1. Function as building office manager and administrative assistant to the Elementary School Principal.
2. Serve as liaison between the principal, staff, students, families, PTO, transportation, maintenance, and district departments.
3. Provide primary front-office support by greeting visitors, answering phones, responding to parent inquiries, and ensuring a welcoming and professional school environment.
4. Maintain building operational records, including school calendar, building usage schedules, staff absences, purchase orders, field trips, staff communications, and internal reporting requirements.
5. Maintain student records, including cumulative files, student information system data, attendance records, registrations, withdrawals, and documentation related to student services while ensuring confidentiality.
6. Support daily attendance operations, including monitoring attendance, communicating with families regarding absences, and ensuring compliance with district and state attendance procedures.
7. Maintain building and internal accounts, including tracking expenditures, processing deposits, managing student activity accounts, and generating financial reports as required. ADD PURCHASE ORDER PROCESS
8. Order, organize, and maintain building supplies and coordinate maintenance requests, monitoring completion and follow-up.
9. **Maintain building security and safety operations**, following District 95 procedures and expectations, including:
  - o Visitor management and entry procedures
  - o Assignment and tracking of keys/key cards and access permissions
  - o Monitoring building entry systems and cameras as applicable

- Student release verification and custody compliance
  - Supporting emergency drills and safety procedures
  - Assisting with emergency response and reunification protocols
10. Coordinate daily operational logistics, including arrival/dismissal communication, transportation changes, substitute scheduling, and building event support.
  11. Keep staff informed of building events, schedules, procedures, and operational updates.
  12. Assist with family communication and school messaging, including newsletters, announcements, and event coordination.
  13. Support volunteer coordination and visitor clearance procedures consistent with district policies.
  14. Assist the health office when needed.
  15. Provide clerical and organizational support for school events, assemblies, conferences, and building initiatives.
  16. Support documentation and communication related to student behavioral or safety incidents as directed by administration.
  17. Perform other related duties as assigned by the Building Principal.

### PHYSICAL REQUIREMENTS

Ability to actively perform work in classroom, office, and other business and community settings. Ability to move freely and perform duties in numerous locations throughout the day (typically involving frequent standing, walking, sitting, bending, and lifting). Exposure to noise and activity of a school setting. Exposure to weather conditions. Ability to travel outside the district for a variety of meetings and conferences.

### TERMS OF EMPLOYMENT

Newly hired employees will be placed on the ESP Salary Scale based on prior work experience that can be verified, that is recent (within the last ten years without an extended break in employment), and in a position of similar responsibilities. Benefits as determined and approved annually by the Board of Education.

### ACKNOWLEDGMENT

THIS JOB DESCRIPTION IS INTENDED TO PROVIDE AN OVERVIEW OF THE REQUIREMENTS OF THE POSITION. AS SUCH, IT IS NOT NECESSARILY ALL INCLUSIVE, AND THE JOB MAY REQUIRE OTHER ESSENTIAL AND/OR NON-ESSENTIAL FUNCTIONS, TASKS, DUTIES, OR RESPONSIBILITIES NOT LISTED HEREIN. DISTRICT RESERVES THE SOLE RIGHT TO ADD, MODIFY, OR EXCLUDE ANY ESSENTIAL OR NON-ESSENTIAL REQUIREMENT AT ANY TIME WITH OR WITHOUT NOTICE. NOTHING IN THIS JOB DESCRIPTION, NOR BY THE COMPLETION OF ANY REQUIREMENT OF THE JOB BY THE EMPLOYEE, IS INTENDED TO CREATE A CONTRACT OF EMPLOYMENT OF ANY TYPE.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_

PRINTED NAME \_\_\_\_\_