



METROPOLITAN SCHOOL DISTRICT OF LAWRENCE TOWNSHIP

JOB DESCRIPTION

Title: Administrative Assistant – 10 Month

Qualifications: Excellent customer service and interaction management skills
Excellent oral and written communication skills
Strong computer skills including experience using software such as Word, Excel, Publisher, and Outlook
Knowledge using office equipment such as a copier, fax, etc.
Strong telephone skills
Excellent organizational skills, ability to multitask and prioritize
Ability to meet schedules and deadlines
Work confidentially with discretion
Establish and maintain effective working relationships
Ability to work independently
Strong work ethic, punctual, and reliable
Perform duties effectively and manage demands with frequent interruption
Ability to work well under pressure
Bilingual in Spanish is a plus, but not required

Reports to: Building Principal, Assistant Principal

Performance Responsibilities:

1. Provide administrative support to the Principal and Asst. Principal
2. Perform day to day administrative functions as assigned including mail distribution, assisting staff, and answering telephone and written inquiries
3. Greet and check in students, families, visitors, substitute teachers entering the building through the office
4. Serve as a liaison between students, staff, and parents
5. Provide and uphold school and district policies and procedures
6. Maintain confidentiality of materials and information
7. Prepare, maintain, and update student records related to attendance, discipline, emergency, health, transportation changes, and other student records as assigned
8. Compose and prepare letters, newsletters, etc.

9. Compile and generate attendance reports, letters, etc.
10. Manage student enrollment and withdrawal process, including requesting new student files, processing student records requests, assigning students to classrooms, withdrawing students, and orienting new families and students to the school
11. Maintain daily attendance including absences, tardies, and early releases
12. Generate report cards, attendance awards, and achievement awards
13. Perform other related duties as assigned
14. Supervise students sent to the office for disciplinary actions; assist students with completing behavior reports