

**SECTION 310-E    ELEMENTARY ADMINISTRATIVE ASSISTANT****Job Description****QUALIFICATIONS:**

1. High school diploma (additional related training desirable but not required). Previous secretarial experience beneficial.
2. Organizational skills, word processing skills and proficiency in oral and written communication skills.
3. Ability to operate office machines, such as computer, copier and fax machine.
4. Knowledge of software applications, such as word processing, spreadsheets, and database management currently used in the District.
5. Ability to assume responsibility, display initiative, and exercise good judgment.
6. Professional and personable.
7. Ability to perform duties of a sensitive and confidential nature.

**REPORTS TO:** Building Principal

**GENERAL RESPONSIBILITIES:**

Performs administrative and secretarial support necessary to accomplish objectives established by the Building Principal. Adapts to the variety of responsibilities. Presents a positive image in contacts with the parents, community and staff. Properly handle confidential matters relating to students, student records, parents, staff and any other school related issues.

**ESSENTIAL FUNCTIONS:**

For Building Principal:

- Answer telephone, take messages, screen calls, maintain calendar and schedule appointments.
- Type, edit, file in data base, and print correspondences, reports, agendas, minutes of meetings from handwritten copy.
- Open, sort and screen mail (paper and email).
- Proof evaluations, copy, distribute, and handle with confidentiality.
- Relay school happenings/concerns/needs to the building principal.
- Perform other responsibilities as assigned by the building principal.
- Maintain records (paper and electronic)

General Duties:

- Organize and maintain a neat, efficient office.
- Answer telephone, take and distribute messages for students and staff.
- Regularly monitor e-mails.
- Maintain a workable filing system (paper and electronic).
- Maintain student files, transfer of student records.

## SECTION 310-E    ELEMENTARY ADMINISTRATIVE ASSISTANT

- Handle Notification of Open Enrollment, Tuition Wavier and In-District Transfer Requests for the school and maintain records accordingly.
- Complete attendance calls and reports.
- Monitor discipline in office, record and handle paperwork for referrals (office and bus).
- Monitor how students go home/busing.
- Obtain, print, distribute and edit student records and reports (i.e. Student record, Attendance, Progress Reports, Report Cards, and Attendance Verification).
- Coordinate, prepare and assist in the preparation of agendas, notices, forms, refreshments, equipment, and necessary materials for meetings, family and staff events.
- Prepare documents/reports including: staff and daily announcements, class lists, schedules for bus duty, pledge, etc., school calendar, newsletters, principal's report, notices, course offering report, student count report, Safety Patrol, End-of Year State report, mobility, and other documents/reports as assigned.
- Maintain school budget including the purchase order process, collect and process money for field trips, Safety Patrol Trip and special events.
- Verify and submit time sheets.
- Arrange substitutes for teachers and support staff utilizing substitute teacher system and monitor sub folders.
- Assist the parent group/organization.
- Perform essential functions of a Library Assistant (rural school only)
- Manage the Breakfast/Lunch/Milk program
- Carry out monthly fire drills and record.
- Maintain the pop machine.
- Carry out basic custodial jobs if custodial staff is not available; inform custodial and maintenance staff when needed.
- Change clocks for day light savings time.
- Complete training in CPR, AED, and First Aid. Check AED regularly.
- Provide first aid to sick and injured students, staff and visitors, maintain injury reports, incident reports, contact parents of students when needed and dispense and record medications given to students.
- Keeper of keys.
- Monitor security door and Sign In/Out logs for students, staff and visitors.
- Complete beginning and end of school years duties including Registration Days, State Report, preparation of student own files, staff and student materials, etc.
- Maintain Infinite Campus, schedule staff and students in Infinite campus, In-students and households and Out students, place names in In and Out folders to share with staff/mobility.
- Check staff in/out at the beginning/end of year.
- Assist when needed during summer school.

### **OTHER FUNCTIONS:**

1. Maintain confidentiality and loyalty to employer.

## SECTION 310-E    ELEMENTARY ADMINISTRATIVE ASSISTANT

2.     Promote a positive image of the District at all times.
3.     Perform additional responsibilities as assigned.

### Physical Requirements

Incorporate within one or more of the functions of this position are the following essential physical requirements:

Ability to see for purposes of reading instructions, labels, and other printed matter and for safe operation of equipment.

Ability to hear and understand speech at normal levels in person and on the telephone.

Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.

Ability to operate a computer, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.

Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds.

May require maintaining physical condition necessary for sitting, walking or standing for prolonged periods of time.

Manual dexterity to operate a telephone and keyboard, lift horizontally and vertically, bend and stoop.

\*Tests may be administered to determine the extent to which an applicant meets the job description.

1<sup>st</sup> Reading – April 9, 2007  
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