

SECTION 310-G MIDDLE SCHOOL ADMINISTRATIVE ASSISTANT (Full and Part-time) Job Description

QUALIFICATIONS:

1. High school diploma (additional related training desirable, but not required).
2. Course work and/or experience in office machines and practices.
3. Demonstrated aptitude or competency for assigned responsibility.
4. Ability to communicate effectively.
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Middle School Principal

JOB GOAL:

To contribute to the efficient operation of the school office so that it can play its effective part in the education process.

ESSENTIAL FUNCTIONS:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Performs, knows and assists with the other administrative assistant position "Essential Functions" when the staff member of that position is absent.
3. Maintains such records as shall be required.
4. Assists in receiving and routing all incoming calls.
5. Maintains a log of visitors to the office.
6. Types a variety of materials, such as letters, reports, curricula, memos, monthly statements, etc., from rough drafts, and technology media resources.
7. Files correspondence, invoice, cards, or other records.
8. Assists in the in-going and out-going mail process.
9. Prepares parcels for mailing or shipping, and receives and distributes shipments from truckers and delivery services.

SECTION 310-G MIDDLE SCHOOL ADMINISTRATIVE ASSISTANT (Full and Part-time)

10. Assists in receiving and delivering interoffice written communications.
11. Assists in maintaining and safeguarding office postage and postage records.
12. Assists in greeting all visitors courteously, determines their need, and directs or escorts them to the proper person or place.
13. Reports immediately any suspicious visitor activity or unusual behavior.
14. Answers questions of callers according to school policy, takes messages for staff members, and pages authorized personnel.
15. Maintains an alphabetical file of staff members' names, room locations and telephone extensions to expedite relaying of calls.
16. Receipts monies and deposits monies appropriately.
17. Performs errands in the community such as school shopping and post office tasks.
18. Follows the "Essential Functions" task identified with each assigned position.
19. Performs other tasks and assumes other responsibilities within the overall scope of the position which the supervisor may assign.

OTHER FUNCTIONS:

1. Perform other responsibilities as assigned by the Middle School Principal.
2. Promote a positive image of the District at all times.