

Sheepscot Valley Regional School Unit 12

SCHOOL ADMINISTRATIVE ASSISTANT – JOB DESCRIPTION

REQUIRED QUALIFICATIONS:

1. High School diploma or GED
2. Strong computer skills
3. Excellent communication skills
4. Strong organizational skills

DESIRED QUALIFICATIONS:

1. Prior secretarial experience.
2. Experience dealing with students, parents, and the community-at-large.
3. Ability to work independently and as a member of a team.
4. Ability to multi-task.
5. Ability to maintain effective and appropriate relationships with students, parents and all school department staff.

REPORTS TO: Principal or Designee

JOB GOAL: To assist the Principal and staff by ensuring that school procedures and routines are implemented to aid in the smooth and responsive operation of the school.

PERFORMANCE RESPONSIBILITIES:

1. Plans, implements, and performs office procedures to facilitate good communication, appropriate record keeping, and a positive reception area in conjunction with the building Principal.
2. Assists with scheduling all facets of the school including student schedules, meeting schedules, special events, etc.
3. Assists in budget preparation.
4. Assist and/or coordinates planning for school events, including open house, assemblies, special programs.
5. Ensures that the handling of all school accounts, including deposits, and reconciling bank statements are done in a timely manner.
6. Prepares, records and forwards requisitions to Central Office for processing and arranges for distribution of supplies when received.
7. Tracks personnel day request forms, such as professional days, staff absences, and completes employee attendance forms in a timely manner.
8. Writes and processes routine letters, reports and memos as requested.
9. Updates and maintains records.
10. Maintains supplies inventory for department/school.
11. Participate in yearly medication administration/dispensing training.
12. Administer/dispense student medication and perform basic first aid in the absence of the school nurse.

13. Performs such other related duties and responsibilities as may be assigned by the Principal.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student educational and personal life.
2. Demonstrates a respect for the legal and human rights of students, staff, parents, School Board, and other community members.
3. Follows health and safety procedures established by the School Department.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage needs.
5. Demonstrates dependability, integrity, and other ethical standards.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal, written or demonstrated instructions.
2. Physical ability to perform all necessary duties and responsibilities.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

TERMS OF EMPLOYMENT: As specified by contract and clarified by individual letters of employment

EVALUATION: Performance of this job will be evaluated in accordance with the responsibilities listed in this document.

(Adopted by SVRSU Board _____)