

## **ADMINISTRATIVE ASSISTANT – SCHOOL OFFICE**

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**QUALIFICATIONS:** 1. High school diploma or equivalency.  
2. Keyboarding skills, bookkeeping knowledge and experience, computer knowledge, and good public relations.

**REPORTS TO:** Building Principal

**JOB GOAL:** To facilitate a smooth office operation.

**FULL/PART-TIME:** Full-time

**FLSA:** Non-exempt from overtime

**BOE APPROVED:** 4/12/2021

### **ESSENTIAL FUNCTIONS OF THE JOB:**

1. Regular attendance and punctuality are essential functions of the job.
2. Creates and/or transcribes correspondence, reports, and such as required. (manual or electronic)
3. Issues purchase orders, writes checks, and records all transactions for audit purposes.
4. Files, photocopies, and distributes incoming/outgoing mail. Picks up mail, etc. at Central Office as required.
5. Collects fees for student activities, meals and textbooks, and issues receipts.
6. Use basic bookkeeping skills to accounts for all transactions of the Petty Cash Fund and/or Activity Funds and is responsible for such.
7. Is responsible for transferring of district funds to Central Office as required.
8. Is responsible for all building level records that are needed for the auditor each year.
9. Acts as receptionist to patrons, answers phone, relays messages, and assists teachers and students as needed.
10. Custodian of various school records including cumulative student records.
11. Assists with online school enrollment.
12. Earns and/or maintains Data Quality Certification with the State of Kansas annually.
13. Demonstrates ability in proper use of the building intercom.
14. Guides student aides in various office work.
15. Ability to learn and use a variety of computer programs as designated by the district.
16. Ability to work with others and/or independently without supervision.
17. Ability to use a variety of office equipment. (i.e., computer, copiers, adding machines, printers, etc.)
18. Secure substitutes for absent staff members and use electronic program as designated by the Central Office.
19. Maintain school inventory; manage requisitions; monitor supplies; issue requests for equipment maintenance for the purpose of maintaining accountability of supply usage within the school.
20. Maintains confidentiality of classroom, student, and employee information.
21. Maintains the building activity calendar on the district website.
22. Maintains a valid Kansas driver's license.
23. Follows the building dress code while being a good role model for students.
24. Complete other duties as assigned by Superintendent or Board of Education.

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 nonessential functions, tasks, duties, and responsibilities not listed herein. The District reserves the right to add, modify, or exclude any essential or nonessential requirement at any time with or without notice.

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**TERMS OF EMPLOYMENT:** Salary and work year to be established by the Board.

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions in board policy *GCI Classified Employee Evaluation*.

**PHYSICAL REQUIREMENTS OF THE JOB:** An X indicates it is a requirement.

- 1. Very rarely requires exertion beyond walking.
- 2. Very rarely requires physical exertion beyond walking or climbing stairs.
- 3. Requires prolonged (over 50% of the time) standing and walking.
- 4. Requires prolonged (over 75% of the time) standing and walking.
- 5. Occasionally requires physical exertion to manually move, lift, carry, pull, or push heavy\* objects or materials.
- 6. Frequently (over 20% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 7. Frequently (over 33% of the time), requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 8. Over 50% of the time, requires physical exertion to manually move, lift, carry, or push heavy\* objects or materials.
- 9. In addition to items 5, 6, 7, or 8, occasionally requires physical exertion to manually move, lift, carry, or push heavy objects weighing more than 50 pounds.
- 10. Driving skills and physical ability required to drive vehicle.

*Note: \* "heavy" means not over 50 pounds*

I have reviewed this job description and will fulfill the duties described.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**An Equal Employment/Educational Opportunity Agency**

Unified School District 407 does not discriminate on the basis of race, color, national origin, sex, age, or disability in admission or access to, or treatment or employment in, its programs and activities. Any person having inquiries concerning Unified School District 407 compliance with the regulations implementing Title VI, ADA, Title IX, or Section 504 is directed to contact the Unified School District 407 Superintendent, 802 N. Main, Russell, Kansas 67665, 785-483-2173.