

**Job Title:** **ADMINISTRATIVE ASSISTANT (SCHOOL YEAR)**

**Qualifications:** High School Diploma or its equivalent and/or courses in office procedures. Knowledge of word processing and spreadsheet programs. Knowledge of modern office equipment. Ability to complete written and oral instructions and provide assistance to staff and students. Ability to establish and maintain harmonious relationships with other employees and the general public. Must be willing to maintain appearance appropriate to assigned duties and responsibilities.

Position requires a valid driver's license, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Reports to:** Principal

**Job Goal:** Perform various secretarial tasks and assist students, parents, and staff with daily activities and events.

**Supervises:**

**Type of Position:** 10 Month **Wage:** Hourly

**Hours per week:** (8 hours per day) 6:30 a.m. – 3:00 p.m.  
30 Minute unpaid lunch

**Responsibilities:**

- Greet all visitors courteously, determine their needs, and direct them to destination.
- Provides general administrative support to the principal to ensure an efficient office operation including typing, filing, scheduling appointments, preparing student packets, answering telephone and routine calls and/or messages to appropriate personnel.
- Responsible for registering all current and new students and requesting records. Responsible for sending cumulative records to new schools. Maintain cumulative student files.
- Serves as liaison to public organizations.
- Directs daily substitutes to appropriate locations within the school.
- Maintain daily attendance such as tardy, excused, dismissal into the SIS system, print daily morning attendance for staff, prepare daily call list, update and print afternoon attendance.
- Monitor the camera system and provide needed support on the two-way radio to appropriate staff.
- Separation of daily mail.
- Assist in preparation and distribution of school forms, notices, calendars and menus.
- Always maintain student confidentiality.
- Operation of office equipment.
- Organize supply area and restock inventory.
- Performs other duties as required.
- This job description lists the general duties and is not intended to list every specific function required.

**Physical Demands:**

- The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk or hear. The employee frequently is required to stand, walk, sit, reach with hands and arms, stoop, kneel, crouch or crawl. The employee is occasionally required to climb or balance and taste or smell. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities

**EVALUATION: Performance of this job will be evaluated by the Principal or Superintendent.**

**PHYSICAL ACTIVITY REQUIREMENTS (Frequently, Occasionally, Rarely):**

**PRIMARY PHYSICAL REQUIREMENTS  
CONSIDERATIONS**

**OTHER PHYSICAL**

Lift up to 10 lbs: Frequently required  
Lift up to 25 lbs: Occasionally  
Lift 26 to 50 lbs: Rarely  
Lift over 50 lbs: Rarely

CARRY up to 10 lbs: Frequently required  
CARRY 11 to 25 lbs: Occasionally  
CARRY 26 to 50 lbs: Rarely  
CARRY over 50 lbs: Rarely

REACH above shoulder height: Frequently required  
REACH at shoulder height: Frequently required  
REACH below shoulder height: Frequently required  
PUSH/PULL: Frequently required

**DURING AN EIGHT HOUR DAY,  
EMPLOYEE IS REQUIRED TO:**

Consecutive hours	Total Hours
Sit: 2	5
Stand: 1	2
Walk: 1	1

**Environment: Inside: 85%**

Twisting: Frequently required  
Bending: Frequently required  
Crawling: Frequently required  
Squatting: Frequently required  
Kneeling: Frequently required  
Crouching: Frequently required  
Climbing: Frequently required  
Balancing: Frequently required

**WORK SURFACES:** (describe)

Composite desk  
Carpet/tile floors  
Computer keyboard/screen

**HAND MANIPULATION**

Grasping:	Frequently required
Handling:	Frequently required
Torquing:	Frequently required
Fingering:	Frequently required

**Outside: 15%**

Short Description: (Example: Work is performed inside and out of doors in an environment which includes exposure to physical elements or a number of disagreeable working conditions.)

The physical demands of the duties described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**COGNITIVE AND SENSORY REQUIREMENTS:**

Talking:	Necessary for communicating with others.
Hearing:	Necessary for receiving information and instructions.
Sight:	Necessary to do job effectively and correctly.
Tasting & Smelling:	Smelling required to detect noxious fumes and odors.

**SUMMARY OF OCCUPATIONAL EXPOSURES:**

Name/List:
