



Prairie Central CUSD #8

Job Descriptions for Administrative Assistant

Official Supervisor

Building principal

Job Summary

The administrative assistant responsibility for secretarial office procedures, office management, and other secretarial duties as assigned by the principal.

Qualifications

High school diploma

Working knowledge of office procedures, including computer use

Skills

Works well independently

Communicates effectively

Works cooperatively with all other staff members and students

Organizes tasks and time effectively

Completes job requirements punctually

Relates to staff, students, and the public in a courteous manner

Acts as a positive role model for students

Uses a computer (word processing, spread sheet, publisher, etc.)

Executes general office procedures: filing, record-keeping, bookkeeping, etc.

Length of Employment

A range of 190-238 days per year, 8 ½ hours per day (includes a 30-minute, non-paid, duty-free lunch).

Assigned hours may vary.

Evaluation

By building principal, based on "Job Functions," and with input from immediate supervisors as relevant

Job Functions

A. Punctuality

1. Performs duties and assignments in a punctual fashion according to the given schedule
2. Adheres to established laws, policies, rules, regulations, and collective bargaining agreements regarding punctuality
3. Submits time sheets and other required paperwork in a timely manner

B. Accountability

1. Follows the directives of the school's administration and school policy relative to supplies, equipment, and money

2. Is accountable for the equipment and supplies used in daily job performance, and money collected for various purposes; and follows all district rules, regulations, and procedures in the issuance, handling, and returning of equipment and supplies, and the proper counting and depositing of money

C. General Procedures

1. Uses the computer and computer applications effectively (word processing, spread-sheets, publishing)
2. Types/enters data and files with accuracy
3. Assists with the clerical aspects of student progress reports and report cards
4. Accurately monitors student and staff attendance
5. Processes staff notices, staff evaluations, bulletins, newsletters, and related correspondence
6. Monitors radio contact with school buses and the director of transportation
7. Uses the telephone and e-mail effectively
8. Schedules appointments for the principal and staff
9. Is responsible for effectively monitoring activity accounts, purchase orders and bills, and bank deposits
10. Effectively performs related duties as assigned by the building principal

D. Communication and Cooperation

1. Communicates and cooperates with colleagues, supervisors and all levels of staff, students, and the public
2. Uses sound judgment and discretion when dealing with sensitive materials related to students and staff
3. Is a positive role model for students, has a neat appearance, and uses proper language near students
4. Demonstrates interest, enthusiasm, and a positive attitude toward work