

ADMINISTRATIVE ASSISTANTS/SECRETARIES JOB DESCRIPTION

Tioga Public School District secretaries are responsible to offer an informative, helpful, and pleasant climate to those entering the buildings. In addition to emulating a positive climate, the administrative assistant/secretary ensures that the student management system is accurate and up-to-date and assists with many student-based issues. The immediate supervisor is the building principal.

Responsibilities:

1. Manage workflow by prioritizing tasks ensuring that deadlines are met and work is correctly completed.
2. Assist new staff members and new hires, providing help as needed.
3. Implement and monitor programs as directed by management, and see the programs through to completion.
4. Attend annual student information training for PowerSchool and perform duties as assigned by principal and technology coordinator.
5. Compile attendance reports submitted by teachers, report back to teachers as to attendance, and notify parents of those students who are absent.
6. Generate memos, emails and reports when appropriate.
7. Assume responsibility for maintenance of office equipment, including telephones, copy machines, and fax machines.
8. Maintain office supplies by checking inventory and ordering items.
9. Follow business manager's directive concerning the proper documentation and care of money that is paid by students and parents.
10. Work with webpage advisor in providing information for the Tioga App and/or website.
11. Publish and distribute a monthly calendar of school events or provide information to that individual.
12. Respond to questions and requests for information.
13. Answer and route incoming calls and assume other receptionist duties when needed.
14. Maintain confidentiality.
15. Assist teachers and staff members when needed.
16. Prepare programs for athletic events, music concerts, and graduation (THS).
17. Work as a team member in assigned building and be receptive to helping in the other building.
18. When appropriate, report student-created problems to the building principal and/or superintendent.
19. Take initiative and pride in daily work.
20. Assist staff members when help is needed in a friendly, timely manner.
21. Maintain a friendly, positive, respectful demeanor with students, staff, and parents.