



JOB DESCRIPTION

POSITION TITLE: (SA4) Administrative Assistant-School Based
DEPARTMENT: School Administration
WORK DAYS: 200/240
REPORTS TO: Individual administrator to whom assigned
SALARY SCHEDULE: SO Level 1

REQUIREMENTS:

<ul style="list-style-type: none">● Proficient computer skills, including ability to create and edit documents and spreadsheets
<ul style="list-style-type: none">● Working knowledge of basic office procedures and the operation of common office equipment and machines
<ul style="list-style-type: none">● Customer service oriented
<ul style="list-style-type: none">● If position includes bookkeeping responsibilities; relatable skills or experience are required

The Board of Education and the Superintendent may accept alternatives to some of the above requirements.

ESSENTIAL DUTIES:

<ul style="list-style-type: none">● Demonstrates prompt and regular attendance
<ul style="list-style-type: none">● Obtains, gathers, and organizes pertinent data as needed, and puts it into usable form
<ul style="list-style-type: none">● Maintains a regular filing system, as well as a set of locked confidential files, and processes incoming correspondence as instructed
<ul style="list-style-type: none">● Acts as receptionist for the administrator, places and receives telephone calls
<ul style="list-style-type: none">● Orders and maintains supplies as needed
<ul style="list-style-type: none">● Maintains a schedule of appointments and makes arrangements for conferences and interviews
<ul style="list-style-type: none">● Welcomes visitors and arranges for their comfort
<ul style="list-style-type: none">● Accomplishes duties, responsibilities, and identified goals described during the yearly personnel evaluation interview and assessment instrument
<ul style="list-style-type: none">● At the elementary level may additionally maintain school banking records and be responsible for collecting and depositing money
<ul style="list-style-type: none">● Perform other duties assigned by the supervisor and/or the central administration