

JOB DESCRIPTION

SCHOOL ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. High school diploma or equivalent
2. Excellent communication skills
3. Experience with and strong working knowledge of Word and Excel
4. Strong organizational skills
5. Ability to multi-task and work under pressure

DESIRED QUALIFICATIONS

1. Post-secondary education in related field
2. Customer service experience
3. Experience dealing with students, parents, and community-at-large

REPORTS TO: Building Administrator

JOB GOAL: To assist the Building Administrator and staff by ensuring that school procedures and routines are implemented to aide in the smooth and responsive operation of the school

PERFORMANCE RESPONSIBILITIES:

1. Plan, implement, and perform office procedures to facilitate good communication, appropriate record keeping, and a positive reception area in conjunction with the Building Administrator, District Administrative Assistant, and Superintendent.
2. Assist faculty and staff as necessary with daily routines including distributing schedules, arranging for class coverage, monitoring attendance issues, monitoring copy machine status, ordering and stocking supplies, managing daily substitute teachers, facilitating paperwork, and other tasks as necessary.
3. Assist Business Manager and Bookkeeper/Payroll Specialist with Student Activity Accounts including reconciling statements, preparing monthly reports and resolving problems.
4. Assist state reports and district record-keeping related to student attendance, student enrollment, and personnel.
5. Maintain working knowledge of school administrative software and student information system.
6. Maintain a working knowledge of Facilities Use policies and procedures and assist Business Manager as necessary.
7. Monitor and control public access to the school building through the main entrance during school hours.
8. Assist teachers, bus drivers, and educational technicians with communicating and tracking student dismissal and after-school plans.
9. Monitor school events calendar.

10. Assist staff and administration with annual budget preparation. Maintain a working knowledge of the spending requisition software, facilitate staff requisitions and maintain records of department spending.
11. Edit, publish, and distribute electronically the school newsletter.

LEGAL AND ETHICAL DUTIES

1. Maintains confidentiality about all aspects of employees, students, and personnel written and oral records.
2. Demonstrates a respect for the legal and human rights of students, instructors, and other staff.
3. Follows health and safety procedures established by the District.
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage.
5. Demonstrates dependability, integrity, and other ethical standards

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions.
2. Physical ability to perform all necessary upper and lower body movements.
3. Ability to hear, see, and speak.
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping.

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skills, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION: Performance of this job will be evaluated in accordance with the Performance Responsibilities listed in this document

Reviewed and agreed to by _____ Date _____

History

Approved: August 28, 2018