

Job Description Form

Job Title

Date

Administrative Assistant - Elementary School Principal

Created/updated on: 10/1/2020

Department/Business Unit

Supervisor

Bonner Elementary & Bear Cave Intermediate School

Elementary School Principal

Purpose of Job (how it contributes to the department's objectives)

To provide administrative assistance to the elementary principal in conducting the overall operation of the school building. This individual is responsible for directing and reviewing the daily work and activities of the staff, students, parent(s)/guardian(s) in a confidential and reliable manner. The administrative assistant is required to perform work at a high level with minimal direction and supervision in an effective, efficient, and trustworthy manner.

Responsibilities

1. Provides general administrative support and secretarial assistance to the principal.
2. Assist the principal in all aspects of correspondence (phone, front entrance, email, etc.).
3. Assists with building purchases.
4. Assist the principal in coordinating school programs, major events, and assemblies.
5. Tasked as the point of contact for students, staff, and parents in the building.
6. Maintains the school websites and Google Calendars.
7. Maintains class lists, enrollment, records requests, and confidential legal documentation.
8. Maintains student schedules and course changes, updates family contact information, and monitors attendance using the Skyward student management system (SMS).
9. Updates building TV Monitors and signage.
10. Communicates upcoming events to staff via morning notes, weekly bulletin, and weekly updates.
11. Organizes dates, times, location, and distribution of school photos.
12. Inventories office and workroom supplies to ensure our teachers and students have the supplies necessary to be successful.
13. Monitors staff attendance and communicates absences with building staff.
14. Employee is responsible to be knowledgeable about all district policies.
15. This job description is not intended to be all-inclusive, and employee will also perform other reasonable related business duties as assigned by immediate supervisor and other management.

Job Qualifications (list the minimum education, formal training, skills and experience required)

1. High school diploma or GED.
2. Education and/or job experience using administrative and computer skills.
3. Knowledge of general office procedures and practices.
4. Must possess organizational skills.
5. Knowledge of office etiquette and customer service procedures.