TITLE: ADMINISTRATIVE ASSISTANT TO HIGH SCHOOL DEPARTMENT HEAD

QUALIFICATIONS:
1. High school diploma or equivalent, some college preferred.
2. Knowledge of office practices and procedures, computer software (i.e. Word, Excel), and computer/office equipment.
3. Possess good typing/word processing skills.
4. Possess good communication and organizational skills.
5. Demonstrate a high level of proficiency in the use of the English language in oral and written forms.
6. Ability to establish and maintain effective working relationships with all staff and the public.
7. Demonstrate exemplary interpersonal skills, and communicates clearly and distinctly in person and on the phone.
8. Ability to deal courteously and effectively with both the public and staff.
9. Willing to learn new duties and technology skills as required.
10. Possess good problem solving skills.

REPORTS TO: Department Head

SUPERVISES: N/A

POSITION SUMMARY:
This position provides full clerical and general office support for the Department Head. This includes typing, file maintenance, mail distribution, photo-copying, and telephone reception.

RESPONSIBILITIES:
1. Act as a receptionist to screen and route telephone calls, letters, and/or visitors, and answer routine questions when appropriate. Welcome and direct visitors/families while waiting for scheduled meetings in the department office reception area.
2. Organize and maintain the Department Head’s correspondence files, records, etc., and follow up on pending matters.
3. Route or respond to routine correspondence/memoranda not requiring the Department Head’s direct attention.
4. Compose and type routine letters, reports, and memoranda as requested.
5. Schedule appointments and coordinate arrangements for meetings.
6. Demonstrate a positive and friendly attitude that projects a positive image of the district, staff, and students.
7. Take the initiative to provide prompt, courteous service when information or assistance is requested.
8. Maintain various departmental financial accounts as directed, and prepare check requests, purchase orders, maintenance requests, and other requisitions as needed.
9. Relieve at main switchboard as requested.
10. Perform other tasks and responsibilities as assigned.

GENERAL COMMENTS:
The nature of this position requires an ability to maintain confidential information and the demonstration of ethical, professional conduct at all times. A working knowledge of community (people and resources) is desirable.
**PHYSICAL CONTEXT OF THE JOB:**
This person will need to use computers for word processing, FAX machines, and photocopying machines. Some light lifting (no more than 25 lbs.) may occasionally be required.

**TERMS OF EMPLOYMENT:** (Completed by the Office of Human Resources)
1. 6.5 hours per day (hours/day)
2. 188 days plus 12 holidays (days/year)
3. 10 months (months/year)
4. S/C (Salary Grade)

7/02
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