TITLE: ASSISTANT TO SECRETARY TO THE PRINCIPAL (Elementary)

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 excellent 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 excellent problem solving skills.

REPORTS TO: Building Principal

SUPERVISES: N/A

POSITION SUMMARY: This position is responsible for supporting the administrative assistant in organizing and implementing clerical, administrative and general office support for an elementary Principal in the District, including transcription, typing, record and file maintenance, mail distribution and telephone reception.

RESPONSIBILITIES:
1. Assist as a receptionist to screen telephone calls, letters, and/or visitors and answer routine questions when appropriate.
2. Assist in organizing and maintaining the Principal’s correspondence files, records, etc., and follow up on pending matters.
3. Assist in routing telephone calls, letters and/or visitors and provide information to routine questions.
4. Assist in routing or responding to routine correspondence/memoranda not requiring the Principal’s direct attention.
5. Assist in composing and typing routine letters, reports and memoranda as requested.
6. Assist in scheduling appointments and coordinate arrangements for meetings.
7. Demonstrate a positive and friendly attitude that projects a positive image of the district, staff and students.
8. Take the initiative to provide prompt, courteous service when information or assistance is requested.
9. Assist in organizing and maintaining files for each registered student.
10. Assist in maintaining teacher and substitute teacher attendance records.
11. Assist in scheduling appointments and coordinating arrangements for meetings for the Principal.
12. Assist in maintaining student grade and attendance records.
13. Assist in maintaining various school financial accounts and prepare purchase orders, maintenance requests and other requisitions as needed.
14. Assist in making arrangements for bus service for the school as requested.
15. Assist in preparing registration materials for students.
16. Perform other tasks and responsibilities 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 position uses 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. 8 hours per day (hours/day)
2. 205 days + 12 holidays (days/year)
3. 10 months (months/year)
4. S-B (Salary Grade)

3/93
Revised 4/2008