JOB DESCRIPTION

TITLE: Administrative Assistant to Associate Principal for Teaching and Learning (BHS)

QUALIFICATIONS:
1. High school diploma or equivalent, some college preferred.
2. Knowledge of office practices and procedures, computer software (i.e. Word, Excel, School Dude), 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: Associate Principal

SUPERVISES: N/A

POSITION SUMMARY: This position provides full clerical and general office support to the Associate Principal.

RESPONSIBILITIES:
1. Organize and maintain the Associate Principal’s correspondence files, records, etc., and follow up on pending matters.
3. Schedule appointments and coordinate meeting arrangements for the supervisor.
4. Demonstrate a positive and friendly attitude that projects a positive image of the district, staff, and students.
5. Maintains grants and documentation (including but not limited to CTE and Title 1)
6. Maintains records of Professional Development
7. Updates and maintains students handbook
8. Maintain various departmental financial accounts as directed, and prepare check requests, purchase orders, maintenance requests, and other requisitions as needed (including but milage and P-Card of all Associate Principals).
9. Maintaining accurate records of students tech inventory and assessing fees when applicable
11. Perform other tasks and responsibilities as assigned.
PHYSICAL CONTEXT OF THE JOB: This person will need to use computers with the current systems of communication effectively. Some light lifting (no more than 25 lbs.) may occasionally be required.

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.

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-A (Salary Grade)

5/2019