

## **Elmhurst CUSD 205**

### **School Administrative Assistant 10 Month - Middle School**

**Supervisor:** Building Principal

**FLSA Status:** Non-Exempt

**Position Type:** PSRP

**Category:** B

#### **Summary**

The School Administrative Assistant provides administrative and clerical support to ensure efficient daily operations of the middle school office. Working under the direction of the Building Principal and in collaboration with the School Lead Administrative Assistant, this role supports communication, recordkeeping, scheduling, and stakeholder service essential to school operations. The assistant maintains confidentiality, demonstrates professionalism, and contributes to a welcoming, organized, and student-centered office environment.

#### **Essential Functions and Responsibilities**

- Greet, screen, and assist all visitors to the school; issue visitor passes (Raptor) and direct guests appropriately.
- Answer and route incoming telephone calls; take accurate messages.
- Assist with managing and maintaining analog and digital calendars, including school events and outside building use requests.
- Support the maintenance and updating of student records, files, and cumulative folders.
- Assist with student enrollment, registration, residency verification, and required reporting.
- Assist with ordering, tracking, and distributing staff and student school supplies.
- Assist with managing and coordinating substitute coverage for certified and noncertified staff.
- Provide administrative support to the Lead Administrative Assistant, Principal, and Assistant Principal.
- Serve as backup to the Lead Administrative Assistant for office operations when needed.
- Perform other duties as assigned.

#### **Supervisory Responsibilities**

This job has no supervisory responsibilities.

#### **Competencies**

This role requires an individual who consistently measures their work against high standards of excellence and adapts effectively to changing priorities. They synthesize diverse information, using data, experience, and sound judgment to guide decisions, while identifying and resolving problems in a timely and thoughtful manner. Clear communication is essential, both orally and



in writing, with attention to accuracy, organization, grammar, and appropriate formatting. The individual demonstrates dependability through consistent attendance, punctuality, meeting deadlines, and taking responsibility for their actions, while managing time and workload efficiently to produce high-quality work in a timely manner. They approach challenges with initiative and creativity, seek feedback, and engage in continuous learning to maintain strong job knowledge and effective use of required technology. Collaboration is central to their work, as they support team goals, and foster a positive and respectful environment that values diversity and cultural sensitivity. They address conflict calmly and objectively, act with integrity, adhere to policies, support organizational goals, and follow safety and security procedures. Professionalism is reflected in their appearance, conduct, and ethical decision-making, as well as in their ability to think strategically within the broader organizational context and adjust their approach as needed.

### **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

### **Education and/or Experience**

Associate's degree or equivalent from a two-year college or technical school; or six months to one year of related experience/training; or an equivalent combination of education and experience.

### **Language Skills**

Ability to read and interpret rules, instructions, and procedural documents; ability to write clear correspondence and reports; and speak effectively with staff, students, and families.

### **Mathematical Skills**

Ability to perform basic mathematical operations, including calculations involving rates, ratios, and percentages.

### **Reasoning Ability**

Ability to interpret and apply instructions furnished in written, oral, or diagram form, and address problems involving multiple variables.

### **Computer Skills**

Proficiency with district-supported systems, including: Skyward, PowerSchool, Aesop/Frontline, Gmail, ParentSquare, Raptor, IWAS, SIS, InfoSnap, Konica Minolta Systems, EMS, PD Express, and Microsoft Office Suite & Google Workspace (Docs, Sheets, Slides).

### **Certificates, Licenses, Registrations**

Notary Public (*preferred; required if assigned district-related notarial duties*)

### **Physical Demands**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

### **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.