

Bay City Public Schools Position Description

POSITION:	Administrative Assistant, Elementary School	
DEPARTMENT:	Elementary School	
BARGAINING UNIT:	B.C.E.S.P.	
REPORTS TO:	Building Principal	
PREPARED BY:	Shelly Ouellette	DATE: 6/20/05
APPROVED BY:	Principals/B.C.E.S.P.	DATE: 6/20/05

SUMMARY: Serves as confidential administrative assistant to the principal and as a facilitator for the school public being served.

ESSENTIAL DUTIES AND RESPONSIBILITIES. *Other duties may be assigned.*

- Maintain discretion and loyalty with confidential information.
- Serves as confidential administrative assistant to Principal.
- Schedules appointments for the Principal.
- Ability to work with a large, diversified population of students, staff, and parents.
- Assists with planning and organization of elementary activities and staff retirement/other gatherings.
- Responsible for the building's petty cash funds.
- Assists the Principal in the coordination of office support work within the building.
- Office supply purchasing.
- Budget duties for the building (petty cash, requisitions, monitoring, mileage and travel forms, etc.), maintaining accurate and balanced building budget.
- Mail distribution (postal and interschool)
- Maintain building calendar of events and facility requests.
- Deposit/record all income for the school in compliance with procedures to ensure accuracy.
- Disperse/dispense medication to students pursuant to policies and law requirements and procedures.
- Provide basic first aid to students such as ice, bandages, etc.
- Process student lunch counts.
- Maintain and troubleshoot office equipment.
- Process student immunization records.
- Serve as a resource for employees, volunteers, students, parents, visitors, and the community.
- Process student progress reports.
- Assist the Principal as requested with professional and community organization involvement.
- Orient sub teachers, volunteers, and noon aides to the building.
- Facilitate student transportation for the building assigned.
- Makes and receives telephone calls, takes messages, routes calls.
- Processing overload/stipend payments for building staff.
- Processes attendance/payroll for the building staff.
- Processes the Fourth week student count report.
- Organization of Student registration.
- Organization of Parent/Teacher conferences for the building.
- Preparation of the school newsletter.
- Schedule monthly faculty meetings, and any other school-related meetings.
- Maintains building personnel files.
- Tracking of probationary process for teacher tenure.
- Processing evaluations of building staff.
- Maintains school records and files for building, principal and related requirements.
- Reviews Principal's mail, brings attention to important pieces of mail.
- Greets visitors.
- Types, prepares, distributes, files records/reports (such as School Improvement, Annual Report, etc) correspondence etc. related to building functions and Principal needs.
- Assists/orientates substitute teachers.
- Delegates work as applicable to the position.

- Takes/transcribes notes for correspondence and meetings.
- Attend Open House and parent teacher conference as required.
- Public relations representative to parents and citizens.
- Good listener using a calming mannerism when individuals are angry or a stressful situation is present.

SUPERVISORY RESPONSIBILITIES:

Volunteers

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE:

High school diploma or general education degree (GED); and minimum of two years previous office experience.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, students and the community. Demonstrated effective phone etiquette.

MATHEMATICAL SKILLS:

Ability to perform basic math computations including rates, ratio, and percents using whole numbers, common fractions, and decimals. Accounting skills required for budget purposes.

REASONING ABILITY:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations. Demonstrated ability to use good judgment in decision-making.

OTHER SKILLS AND ABILITIES:

Ability to successfully pass basic competency and computer skills testing assessments and ability to successfully pass a typing test at 30 words per minute with a high degree of accuracy. Demonstrated ability to proficiently operate a personal and mainframe computer and related software (Microsoft Word, Access, Excel, Powerpoint, CIMS, Internet, etc.) Ability to develop effective working relationships with students, staff, and the school community. Ability to maintain a calm demeanor and remain professional in stressful situations. Ability to communicate clearly and concisely, both orally and in writing. Ability to perform duties through knowledge of all district requirements and Board of Education policies. Ability to prioritize work and organize work; with delegating as appropriate. Demonstrated ability to deal with confidential information with a high degree of discretion and loyalty.

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 almost continuously required to sit and talk or hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and occasionally will repeat the same hand, arm or finger motion many times as in typing. The employee occasionally will lift and carry up to ten pounds and push/pull up to 30 pounds. Specific vision abilities required by this job include close vision, depth perception, and the ability to adjust focus. Attendance and punctuality are expectations of the position.

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 acceptable to this particular environment. However, the noise level can vary depending upon daily activity but will still remain within the acceptable noise level range. The employee continuously is interacting with the public, staff and students. The employee frequently will be required to meet multiple demands from several people with short notices, deadlines, and shifting priorities. The employee will be distracted and interrupted by such influences as people, phone calls, noise, etc.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.