

## **BURLINGTON COMMUNITY SCHOOL DISTRICT** **POSITION DESCRIPTION AND SPECIFICATIONS**

Job Title: Administrative Assistant

FLSA Status: Exempt

Reports to: Building Principal

Hours: 8

Days: 261

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### **QUALIFICATIONS**

Requires the following (or equivalent qualifications):

- Para-educator certification, two year degree in an approved area, or ability to pass competency test
- One year of post-secondary education in business, clerical operations and/or clerical procedures
- Medication Administration Certification, CPR Certification, and First Aide Training
- Three years successful clerical experience

### **POSITION PURPOSE**

To provide clerical support for principal and other staff members of the high school building in an effective and efficient manner. Provide principal, counselors, certified staff, and support staff with materials as requested. Impart positive communication in everyday relationships with students, parents, other employees, and the general public.

### **DEMONSTRATED SKILLS AND ABILITIES**

- Ability to follow both oral and written directions
- Must be able to work both independently and cooperatively
- Ability to relate positively with principal, students, staff, parents, and public
- Excellent communication, human relations, and public relations skills, both in person, over the phone, and electronically.
- Ability to handle stressful situations, reacting calmly in emergency situations, cope with change, and work under pressure while using good judgment in making decisions
- Basic understanding of Microsoft Office Suite (Word, Excel, PowerPoint) and Google Apps (Gmail, Docs)
- Prior experience working with student information system database required, prior experience with Infinite Campus preferred.
- Ability to operate a variety of office and school machines.
- Knowledge of Infinite Campus, Frontline, timeclock, Schooldude, and School Messenger programs desired, but not required.
- Ability to multi-task various responsibilities in a pressure related environment with frequent interruptions
- Ability to read and interpret documents, write routine reports and correspondence, ability to perform mathematical calculations
- Demonstrated history of satisfactory job attendance

### **PERFORMANCE ACCOUNTABILITIES**

- Perform usual office routines and practices, including handling telephone, mail, and receptionist duties for the building in a courteous and pleasant manner.
- Perform typical administrative duties as assigned including but not limited to typing, printing, filing, scanning, copying, etc.
- Prepare memos, reports, presentations, etc. as needed for the administrative staff.
- Perform routine and non-routine tasks as assigned by the Principal and building administrative staff in support of educational activities for students and staff.
- Update the school website and social media accounts under the specific guidance of the Principal.

- Act as a liaison/resource for the school community serving principal, students, staff, parents, and the community.
- Demonstrate the ability to get along with others and foster a positive team relationship with administrators, students, parents, staff, and community.
- Maintain strict confidentiality and protect the confidential nature of information concerning staff, students, and related information; relating professionally to sensitive issues.
- Provide prompt, thoroughly completed assignments, including timely submission of any reports due to state or other regulatory agencies.
- Comply with district policies, as well as state and federal laws or regulations.
- Exhibit individual leadership as a role model for maintaining the highest standards of ethical conduct and professional behavior.
- Maintain work area in a clean and orderly condition.
- Maintain a neat, professional appearance at all times.
- Assist with procurement of substitutes as needed.
- Maintain attendance records, leave requests, and prepare attendance/absence reports accurately and in a timely manner for both staff and students.
- Supervise timeclock system.
- Prepare and submit maintenance, transportation, and printing requests.
- Coordinate and maintain records of use of building by the public.
- Update key and access card information for rental of building.
- Assist with registration of new students.
- Provide training for new administrative staff on building practices and procedures.
- Perform other duties as assigned.

#### **PHYSICAL, MENTAL, AND VISUAL EFFORT**

Continuous sitting, speaking, hearing and visual effort. Frequent standing, reaching, stooping, kneeling, and repetitive hand motions. Occasional climbing, lifting, and carrying up to 35 lbs. Close mental and visual attention. Fine motor skills and fine manipulation abilities necessary. Work involves numerous irregularities including complicated, complex, repetitive, and varied tasks. Continuous general concentration necessary.

#### **WORKING CONDITIONS**

Work is primarily performed in an office setting. Occasionally exposed to dust, noise, odors, and other irritants. Stress associated with work pace and pressure. Work with frequent interruptions and distractions. May be exposed to germs and viruses as a part of working with students.

#### **DISCLAIMER CLAUSE**

I have read and understand the information contained in the Position Description and Specifications. I further understand that this Position Description and Specifications is not intended and should not be construed as an exhaustive list of all the responsibilities, skills, efforts, or working conditions associated with this position. I may be required to perform additional tasks necessary to meet district objectives. This Position Description is intended to be an accurate reflection of the principal job elements essential for making fair decisions.

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Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date

Burlington Community School District is an Equal Opportunity Employer. Burlington Community School District ensures equal employment opportunities regardless of race, color, national origin, sex, disability, religion, creed, age, sexual orientation, or gender identity. Burlington Community School District has a policy of active recruitment of qualified minority teachers and non-certified employees. Any individual needing assistance in making application for any opening should contact the Department of Human Resources.