

## **BELLMAWR SCHOOL DISTRICT JOB DESCRIPTION**

**TITLE:** Administrative Assistant Educational Support

### **QUALIFICATIONS:**

1. 3-5 years' experience with Student Information Systems (SIS).
2. Minimum 3-5 years of progressively responsible administrative experience in a school or office setting
3. Experienced in supporting operations through attendance management, substitute coordination, scheduling, data entry, supply ordering, and general office administration.
4. Strong verbal and written communication skills.
5. Strong organizational and time management abilities
6. Ability to handle multiple priorities and meet deadlines
7. Proven track record of maintaining confidentiality when managing sensitive student records and administrative information.
8. Excellent Computer Skills (Excel, PowerPoint, Microsoft Office Suite, Google Education)
9. Required criminal history background check and proof of U.S. citizenship.
10. Pass a physical examination in accordance with statute and board policy.

**REPORTS TO:** Principal

**Position Goals:** The Administrative Assistant to the Principal serves as the primary administrative support for the principal and school office, managing diverse office operations, coordinating communications, and ensuring the smooth daily functioning of the school. This position requires independent judgment, discretion with confidential information, and the ability to handle multiple priorities in a fast-paced educational environment.

### **Essential Duties and Responsibilities**

#### **Office Management & Administrative Support**

- Performs diverse office-related managerial responsibilities within the areas and limits of authority as delegated by the principal
- Coordinates and organizes office activities and manages the flow of communications and information for the principal
- Handles routine issues and emergencies concerning employees and students; makes decisions independently or collaboratively and recommends action as appropriate
- Receives and greets visitors; provides information to parents and the public; screens correspondence and telephone calls for the administrator and staff
- Updates and maintains multiple calendars; organizes appointments and meetings, and plans for school visits and facility use
- Manages office supply inventory and ordering

## **Student Information & Records Management**

- Manages and supports the day-to-day operation of the SIS (Student Information System) application and database
- Inputs a variety of information into the SIS system; assures accuracy of input and output data
- Processes student enrollment, withdrawal, and transfer paperwork
- Maintains student attendance records and follows up on chronic absences as directed
- Establishes, maintains, and assures proper use of confidential files, including student, personnel, and other sensitive records
- Processes student records requests and transcripts according to established procedures
- Manages student discipline records and documentation
- Processes work permits and other required student documentation

## **Substitute & Staffing Coordination**

- Secures substitutes to assure adequate coverage for the school
- Orients substitute personnel and pertinent information
- Processes time-off requests and maintains substitute teacher coverage lists

## **Financial & Budgetary Duties**

- Performs assigned financial duties and maintains assigned financial records, school budgets, and site accounts
- Prepares and submits purchase orders and work orders assigned
- Prepares reimbursement requests and deposits according to established procedures
- Tracks and reconciles budget expenditures

## **Communication & Correspondence**

- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area
- Performs a wide variety of secretarial work, including typing, proofreading, filing, recording information, and processing and distribution of correspondence
- Communicate with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns
- Coordinates mass communication systems, including robocalls, email blasts, and parent notifications
- Answers questions and resolves situations involving students, parents, staff, and district personnel through knowledge of school policies and general district rules and regulations

## **Reporting & Documentation**

- Compiles information and prepares and maintains a variety of records and reports related to assigned activities

- Attends and participates in assigned meetings and training; prepares minutes from notes as required
- Maintains confidentiality of various aspects of school operation, including sensitive and personal information
- Ensures compliance with mandated reporting requirements and documentation

### **Event Planning & Coordination**

- Assists with planning school events and field trips as needed
- Coordinates standardized testing logistics and materials
- Assists with safety drills and emergency preparedness documentation

### **TERMS OF EMPLOYMENT:**

Twelve months per year

Salary to be determined by the Board of Education negotiation process. Performance of this job will be evaluated annually in accordance with state law and provisions of the board's policy on the evaluation of certified staff.

### **APPROVED:**

Board of Education Date: November 18, 2025