

BEREA CITY SCHOOL DISTRICT
JOB DESCRIPTION

Title:	ADMINISTRATIVE ASSISTANT	File 401
Reports to:	Assigned administrator/supervisor	
Job Objective:	Organizes and coordinates office activities. Provides administrative-level services that support the effective management of district operations.	
Minimum Qualifications:	· High school diploma. An acceptable score on a pre-employment test may be required. · Advanced administrative support skills substantiated by training and relevant work experience. · Meets all mandated health screening requirements. · A record free of criminal violations that would prohibit public school employment. · Complies with drug-free workplace rules, board policies, and administrative guidelines/procedures. · Commitment to keep current with skills essential to the objectives of the position. · Extensive knowledge and proficiency using software associated with the assignment (i.e., word processing, spreadsheets, presentation, database management, etc.). · Ability to conceptualize, evaluate, prioritize, and solve problems independently · Ability to interact comfortably and confidently with the public. Congenial telephone etiquette. · Consistently dependable and flexible. Open to performing new responsibilities. · Proficient in office protocols, data entry, spelling, proofreading, and the correct use of grammar. · Record maintenance skills. Ability to accurately compute and record mathematical data. · Energetic self-starter. Thorough, gives careful attention to details and effective customer-service. · Assignment may require successful completion of basic first aid and/or CPR training.	
Essential Functions:	The following are typical work responsibilities. A reasonable accommodation may be made to enable a qualified individual with a disability to perform essential functions. <i>NOTE:</i> Performance of functions described in this document may vary in scope, frequency, and duration. Some duties may not be required for individual assignments. A specific task list based on administrative/staffing needs will be developed by the employee's immediate supervisor. · Provides multifaceted administrative support services. Uses independent judgment to plan, organize and carry out assigned duties. Handles multiple tasks simultaneously. · Uses discretion and sensitivity to handle confidential information. Maintains electronic databases and paper filing systems that support the safe and efficient retention/retrieval of files/records. Maintains an orderly work area. · Advances the district's professional image. Maintains open/effective communications. Uses problem-solving techniques to tactfully address questions/concerns. · Keeps informed about program and procedure changes. Greets and assists office visitors. Answers and directs phone calls. Takes messages. Manages calls efficiently to keep lines open. Ensures that the telephone is not left unattended when duties require leaving the office. · Learns staff names, titles, and regular work schedules. Monitors sign in/sign out forms. · Schedules appointments as directed. Maintains an office calendar. Prepares bulletin/message boards and displays as directed. Keeps administrators/staff informed about scheduled events. · Helps communicate information about weather delays and program cancellations. · Uses a computer to prepare and process information (e.g., input, compile, tabulate, post, store, retrieve, scan, modify, print, etc.). Verifies the accuracy of database information as directed. · Composes and prepares routine correspondence, memos, notes, E-mails etc. · Updates handbooks, fact sheets, and program forms. · Transcribes, duplicates, assembles, and processes routine documents and special mailings. · Collects, compiles, edits, and prepares statistical data and reports as directed. · Collects information and processes grant/foundation proposals as directed. · Maintains procurement files (e.g., transmittal letters, contracts, confirmations, warrants, etc.). · Receives, inspects packages, and signs paperwork. Notifies recipients of deliveries. · Monitors and reorders office supplies to maintain reliable service levels. · Maintains office and/or departmental inventory records as directed. · Coordinates committee assignments and/or special projects as directed. · Coordinates office activities (e.g., conferences, staff orientation, recognition activities, staff in-service training, special events, etc.). · Uses photocopy/duplicating equipment. Fixes minor malfunctions. Contacts vendors as needed.	

- Maintains office transaction records (e.g., petty cash, receipts, contributions, etc.).
- Processes mail and faxes (i.e., incoming, outgoing, and interoffice).
- Maintains forms and paperwork related to administrative procedures and program functions.
- Discards archived documents following the board-adopted records retention/disposal schedule.
- Prepares/maintains accurate records. Submits required paperwork on time.
- Maintains the confidentiality of privileged information.
- Cross-trains with other office staff and assists with unexpected/urgent situations as needed.
- Participates in staff meetings and professional growth opportunities as directed.
- Takes precautions to ensure safety. Works with supervisors to manage or eliminate risk factors.
- Maintains a professional appearance. Wears work attire appropriate for the position.
- Performs other specific job-related duties as directed.

**Abilities
Required:**

The following personal characteristics and skills are important for the successful performance of assigned duties.

- Demonstrates professionalism and contributes to a positive work environment.
- Uses active listening, observation, reading, verbal, nonverbal, and writing skills effectively.
- Maintains an acceptable attendance record and is punctual.
- Anticipates time constraints. Manages tasks efficiently to meet deadlines.
- Reacts productively to interruptions and changing conditions.

**Working
Conditions:**

Safety is essential to job performance. Employees must exercise caution and comply with standard safety regulations and district procedures when involved in the following situations:

- Balancing, bending, crouching, kneeling, reaching, and standing.
- Exposure to adverse weather conditions and temperature extremes.
- Exposure to blood-borne pathogens and communicable diseases.
- Interacting with aggressive, disruptive, and/or unruly individuals.
- Operating and/or riding in a vehicle.
- Performing repetitive tasks quickly.
- Lifting, carrying, and moving work-related supplies/equipment.
- Traveling to meetings and work assignments.
- Using a computer keyboard and monitor for prolonged periods.

**Performance
Evaluation:**

Job performance is evaluated according to policy provisions and contractual agreements adopted by the Berea City School District Board of Education.

The Berea City School District Board of Education is an equal opportunity employer. This job description identifies general responsibilities and is not intended to be a complete list of all duties performed. This document is subject to change in response to student demographics, staffing factors, funding variables, modified operating procedures, and other unforeseen events.