

Administrative Assistant - Principal - Middle School

Purpose Statement

The job of Administrative Assistant - Principal - Middle School is done for the purpose/s of providing a wide variety of complex and confidential administrative and clerical support; communicating information on behalf of Principal; acting as a liaison for assigned Administrator between school district and other outside agencies; and providing support for students and/or staff.

Essential Functions

- Assists students and or staff needs (e.g. handling all maintenance requests, jammed lockers, updating people, etc.) for the purpose of providing assistance, knowledge, and /or guidance.
- Attends meetings, workshops and seminars for the purpose of providing information, recording minutes, coordinating materials and supporting the needs of the attendees.
- Composes a variety of complex documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information to district personnel, the public, etc.
- Coordinates a variety of programs and/or activities (e.g. meetings, site in-service day activities, workshops, travel and accommodations, observations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Coordinates substitute teachers (e.g. scheduling, placement, identification badges, location, keys, etc.) for the purpose of ensuring appropriate staffing of teachers for the district site.
- Maintains inventory of supplies and materials for the purpose of ensuring items' availability.
- Maintains a wide variety of manual and electronic files and/or records (e.g. voice mail, KRONOS, ESIS, school calendars, HEAT tickets, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Monitors assigned departmental activities and/or program components for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Oversees department staff and office operations for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Performs record keeping and clerical functions (e.g. copying, data entry, taking and recording phone calls, etc.) for the purpose of supporting the Principal and staff in providing necessary records/materials.
- Prepares a wide variety of reports, documents and correspondence (e.g. permission slips, reports, class lists, etc.) for the purpose of documenting information, providing written reference and/or conveying information.
- Presents information (e.g. administrative procedures, services, regulations, etc.) for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.

- Researches a variety of information for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, police, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, workshops, travel arrangements, facilities usage, busses, pods, computer labs, etc.) for the purpose of providing a schedule conducive to single and/or multiple groups of individual(s); meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities.
- Serves as a liaison to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, communicating with diverse groups, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

4/9/2010

Salary Grade

ADM 13