

**Cape Girardeau Public School District No. 63**  
**Job Description**

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**Job Title:** Administrative Assistant (Primary Responsibility: Discipline Clerk)

**Terms of Employment:** 10-month contract (200 days)

**FLSA Status:** Non-Exempt

**Reports To:** Principal

**Brief Description of Position:**

The Administrative Assistant to the Principal and Assistant Principals is responsible for providing direct support to the school's leadership team as needed. In addition to assisting the Principal/Assistant Principals in the general delivery of school services, this position includes primary responsibility as the discipline clerk.

**Distinguishing Characteristics:**

The Administrative Assistant II classification performs secretarial and administrative assistant duties in support of the Principals of an assigned elementary, secondary, or alternative education program. Incumbents have a greater breadth of office management responsibilities. The Administrative Assistant II performs the most complex duties in the series and assures proper and timely completion of projects and activities.

**Required Qualifications:**

- High School diploma or equivalent; supplemented by a minimum of two years of previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training, and experience
- Must maintain a high level of ethical behavior and confidentiality of information as required by law and District policy
- Demonstrated ability to meet and effectively deal with the general public in a courteous manner
- Must possess strong organizational skills as well as the ability to handle multiple projects simultaneously
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy
- Demonstrate excellent skills in computer word processing and spreadsheets
- Demonstrate analytical and problem-solving skills
- Must be team-oriented with excellent interpersonal and communication skills

**Essential Duties and Responsibilities:**

- Coordinates a wide variety of projects, activities, and/or events for the Principal and other administrators for the purpose of completing activities and/or delivering services in accordance with district policy and mandated requirements.
- Prepares a wide variety of complex written materials (e.g., correspondence, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Responds to a wide variety of calls, concerns, and/or complaints for the purpose of resolving problems, providing information, and/or referring to appropriate school personnel under the direction of the administrative staff.
- Supports the Principal and other assigned administrators by providing assistance with their functions and responsibilities.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

**Hazards:**

For some buildings, stairs, chalk dust and exposure to communicable diseases may be a potential hazard. In science labs, there could be exposure to chemicals and fumes. Equipment that supports classroom instruction could be potentially hazardous under certain conditions. Travel between locations will cause exposure to hazardous driving and walking conditions.

**Physical Demands/Environmental Factors:**

- Ability to work in a climate controlled building, as well as in inclement weather.
- Ability to stand, walk, and move around for long periods of time.
- Ability to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate a telephone and enter data into a computer using both hands.
- Ability to communicate, effectively and efficiently with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 30 pounds of force to lift, carry, push, pull, or otherwise move objects.
- Ability to lift, bend, stoop, pull, grasp, and carry a variety of objects of different shapes and sizes.

The above statements are intended to describe the general purpose and responsibilities assigned to this job and are not intended to represent an exhaustive list of all responsibilities, duties, and skills that may be required. The Board of Education and Administration and/or supervisor have the right to add or change duties at any time.

This job description supersedes all prior job descriptions for this position as well as rescinding all past and present job descriptions that do not reflect the current requirements of this position.

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ Date: \_\_\_\_\_  
Human Resource Coordinator

Revised: April, 2026