

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
Position Description

Position Title:	Administrative Assistant to the Principal
Department:	Elementary Schools
Reports To:	Building Principal
Compensation:	CWA/Salary Grade 1B

SUMMARY

Provide administrative support to the Principal and other staff assigned to the school.

ESSENTIAL DUTIES and RESPONSIBILITIES

Duties must be performed on site. Other duties or tasks may be assigned.

- Report to work on a regular and reliable basis
- Organize daily office routine; sort/prepare incoming/outgoing mail; generate interdepartmental notices/reports; prepare routine correspondence and maintain files for the principal.
- Coordinate travel/conference/meeting arrangements, schedule appointments, maintain calendar for principal.
- Answer telephone, take messages and direct callers as appropriate.
- Provide health and medical support to students as needed including administering medication, maintaining medication safety and security, providing first aid, and other needs as they arise.
- Assist principal in preparing paperwork and orientation for new staff, staffing assignments and absence reporting.
- Assist in daily orientation of substitute teachers.
- Assist principal in preparing paperwork for employees, staffing assignments and daily absence reporting.
- Maintain accurate student records both manually and in online student data management systems.
- Complete daily, monthly and annual reports for District, State and Federal reporting.
- Maintain files for building employees; maintain employee time sheets and overtime/comp time records.
- Maintain files/records for requisitions and purchase orders; order supplies; prepare printing orders; prepare faculty, student and substitute handbooks.
- Maintain school activity and the petty cash fund.
- Supervise students in the office, as needed.
- Supports district registration process district-wide for PreK-5th Grade.
- Elementary school registrar duties.
- Collaborate with the preschool department to assist with screening, placement, filing, mail merges, data compilation, and ongoing communication with current and potential preschool families.
- Other duties as assigned.

SUPERVISORY RESPONSIBILITIES

May be required to supervise students in the office.

QUALIFICATION REQUIREMENTS

To perform this job successfully an individual must be able to perform each essential duty

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT

Position Description

satisfactorily. The requirements listed below are representative of the knowledge, skill and /or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

Required: High school diploma, general education degree (GED), or equivalent

Preferred: Previous administrative assistant experience

Preferred: Associate Degree

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write routine reports and correspondence.

Ability to communicate effectively both verbally and in writing with staff, students, co-workers and community.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent.

REASONING ABILITY

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

OTHER SKILLS and ABILITIES

Previous experience working as an administrative assistant. Experience with computer applications including Google products. Previous experience working with student management systems such as PowerSchool is preferred. Experience using a variety of office equipment, fax, phone, computer, and copier. Strong verbal communication skills and ability to interact well with staff, students, community and co-workers. Ability to perform tasks with minimal direction or supervision. Ability to perform duties with awareness of all District requirements and Board of Education policies.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to verbally communicate and acknowledge communications from others. The employee frequently is required to walk; sit; reach with hands and arms 0 - 24 inches and occasionally up to 36 inches; climb or balance and stoop, kneel. The employee must occasionally lift and/or move up to 20 pounds 0 - 12 feet and occasionally up to 50 pounds such as office materials or office equipment. Specific vision abilities required by this job include close vision, distance vision, depth perception, peripheral vision and color vision.

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
Position Description

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee usually works inside. The employee may occasionally be required to travel from one building to another for meetings.

The noise level in this environment is usually low to moderate but may be loud at times.

The information contained in this job description is in compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.