

COUNCIL BLUFFS COMMUNITY SCHOOL DISTRICT
Position Description

Position Title: Administrative Assistant - Abraham Lincoln High School
Department: High Schools
Reports To: Building Principal
Compensation: CWA/Salary Grade 1C

SUMMARY

Performs secretarial duties for the administrative staff and guidance counselors in the secondary schools.

ESSENTIAL DUTIES and RESPONSIBILITIES:

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

- Reports to work on a regular and reliable basis.
- Generates inter-departmental communication and reports as needed.
- Assists parents and students daily as needed.
- Prepares daily routine correspondence as needed.
- Sorts mail, schedules appointments and maintains calendars daily for administrative staff as needed.
- Answers the telephone, takes messages and directs callers as appropriate daily.
- Maintains student files and records and/or attendance information daily.
- Assists the counselor or administrators with State and Federal reports as needed.
- Completes daily, monthly and annual reports for District, State and Federal reporting as needed.
- Orders supplies, prepares print orders, compiles new student files as needed daily.
- Assists in preparing faculty and student handbooks annually as needed.
- Coordinate TeamMates Program for the building.
- Assists in processing Chromebook repair tickets.
- Processes e-registrations for returning students annually.
- Organizes daily office routines and performs general office duties daily.
- Collects and enters student data into PowerSchool (student information management systems)
- Enters data for student identification badges and maintains a database annually.
- Ensures people visiting the building are appropriately signed in/out.
- Assists in maintaining the school website and/or other social media tools.
- Works closely with the athletic department as needed to prepare things such as programs, rosters, and travel arrangements for athletic events.

SUPERVISORY RESPONSIBILITIES:

May be required to supervise students.

QUALIFICATION REQUIREMENTS:

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

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EDUCATION and/or EXPERIENCE:

High school diploma, general education degree (GED), or equivalent and related experience. Associates Degree as an administrative assistant preferred.

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.

CERTIFICATES, LICENSES, REGISTRATIONS:

Associates degree as an administrative assistant preferred.

OTHER SKILLS and ABILITIES:

Previous experience working as an administrative assistant or secretary. Knowledge of bookkeeping principles and budgets. Experience with computer applications for business, Windows, Word, Excel, Access, Powerpoint, and Google Docs. Previous experience working with student management systems such as SASI and PowerSchool preferred. Experience using a variety of office equipment including 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.

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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 when loading and unloading materials or when office equipment is running.

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.