



COMMUNITY CONSOLIDATED
SCHOOL DISTRICT

Job Description

Middle School Administrative Assistant to the Principal

Title: Middle School Administrative Assistant

Department: Assigned Building

Reports to: Principal

Supervisory Responsibilities: None

Terms of Employment: HESS; 205-216 days

DISTRICT 181 EXPECTATIONS

All District 181 employees are expected to:

- Support all aspects of a student's development (social/emotional, academic, physical, artistic expression) through caring and respectful relationships
- Take collective responsibility for providing equitable opportunities and supporting a learning environment for students
- Maintain positive relationships with students, parents/guardians, and staff

GENERAL RESPONSIBILITIES:

Under the direction of the Principal, the Administrative Assistant is responsible for assisting the school principal in the planning, organization, coordination, administration, and management of the assigned school's activities and programs, including curriculum, instruction, assessment, student conduct, and student attendance. The position assists with creating a safe environment, monitoring budget development and other duties associated with the successful operation of a school.

ESSENTIAL FUNCTIONS:

- Acts as a liaison between school and community, principal, assistant principal parents, staff, and students
- Serves as an information resource person and liaison between schools, departments, the District office and other locations; disseminates accurate and timely information and direction to students, parents, staff and visitors.
- Assists the school principal in establishing and sustaining relationships with the business community and other youth-serving organizations to foster understanding and solicit support for students and their families.
- Preparation of principal's and assistant principal's daily schedule (i.e. appointments with staff, parents and students)
- Manages the Middle School calendar in coordination with the overall school calendar
- Coordinates the use of Middle School facilities with all school, District, and rental events.
- Coordinates with Facilities and Cafeteria staff
- Prepares for 8th grade graduation.
- Completes tasks or projects as requested by the Principal or Assistant Principal.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.

- Inputs a variety of information into an assigned system; assures accuracy of input and output data.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities, and resolve issues or concerns.
- Receives and greets visitors and provides information to parents and the public; screens correspondence and telephone calls for administrators and staff.
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school, District or assigned area; types and composes a variety of materials from verbal or written instruction.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required.
- Oversees building budget.
- Answers questions and resolves situations involving students, parents, public, location staff and District personnel through knowledge of school policies and general District rules and regulations.
- Provides health office coverage as needed.
- Provides coverage at other District buildings as assigned.
- Perform other duties that may be assigned by the principal and assistant principal.

KNOWLEDGE, SKILLS AND ABILITIES:

- Ability to learn new systems and software
- Confidentiality and discretion
- Efficient typing, email, database, spreadsheet, and internet skills
- Proficiency with Google Suite applications.
- Effective written and oral communication
- Preferred ability to communicate fluently in Spanish to support our Spanish speaking families.
- Ability to build and maintain relationships with staff, students and families.
- Ability to maintain regular and timely attendance
- Ability to exercise good judgment, problem solve, and manage multiple projects
- Understanding of the unique needs and characteristics of young adolescents
- Attention to detail, good writing and proofreading skills
- Knowledge of organizational operations, policies and objectives.

EDUCATION, CREDENTIALING and/or EXPERIENCE:

Education: Any combination equivalent to: graduation from high school supplemented by additional training in office organization and administrative assistant skills.

Experience: Three years of experience in increasingly responsible administrative experience

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is occasionally required to reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, and the ability to adjust focus. The employee is continuously interacting with the public, staff and students. The employee frequently must meet multiple demands from several people. The employee is regularly required to sit and stand. The employee is required to walk; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; talk and hear. Occasionally the employee must use hand/grip strength to operate office equipment. Ability to withstand long term use of video display terminals is required. The position will require some travel.

WORK ENVIRONMENT:

The noise level in the work environment is usually moderate. The employee is required to regularly interact with the students, staff and the public. Indoor/school office environment. Constant interruptions.

This job description is intended to describe the general nature and level of the work being performed by employees assigned to this position and is not an exhaustive list of all duties and responsibilities. The school district reserves the right to amend and change responsibilities to meet business and organizational needs as necessary.

Hinsdale CCSD 181 is an Equal Opportunity Employer. It is the policy and practice of District 181 to decide all matters relating to employment solely on the basis of the applicant's ability to perform the essential functions of the position. District 181 ensures equal employment opportunities regardless of race, creed, sex, color, national origin, religion, age, sex, sexual orientation, gender identity, veteran or disability status.

Employee Signature: _____

Date: _____