



Job title: Elementary School Administrative Assistant to the Principal

Union affiliation: Hinsdale Educational Support Staff (HESS)

Qualifications:

1. High School diploma or GED, plus 3-5 years in general office work or training, or an equivalent combination of education and experience
2. Effective communication skills and strong interpersonal skills
3. Proficient in data base management, Microsoft Office, and other software applications
4. Skilled in typing, word processing, and spreadsheets
5. Poised, responsible, people-oriented, self-starter with excellent problem solving and organizational skills
6. Strong interpersonal skills
7. Ability to administer first aid

Reports to: Building Principal

Job Goal: As a member of the school team, the administrative assistant's role is to ensure the smooth and efficient operation of the school office enabling the students, staff, and principal to focus on educational goals.

Performance Responsibilities:

1. Act as a liaison between school and community, principal, parents, staff, and students
2. Provide receptionist services for the school"
 - a. Establish rapport with students, staff, parents and community
 - b. Receive and route incoming phone calls, messages, and mail
3. Perform administrative assistant services for principal, school office and staff:
 - a. Prepare correspondence, work orders, purchase orders, and other reports
 - b. Run labels and prepare mailings
 - c. Order and distribute supplies
 - d. Maintain office filing system
4. Prepare and maintain student records:
 - a. Record daily attendance for all students, verifying unexplained absences
 - b. Prepare monthly and annual attendance reports
 - c. Organize and update student data base and all related files such as cumulative folders, special education files, class lists, and emergency cards
 - d. Process enrollment and transfer records
5. Prepare and maintain staff attendance records including processing substitute time sheets and preparing monthly reports
6. Perform budget related duties:



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- a. Oversee fee collections
- b. Deposit and reconcile
- c. Monitor building budgets
- 7. Perform health related services:
 - a. Administer first aid in the absence of health assistant
 - b. Contact parents, nurse, or paramedics as appropriate
 - c. Monitor children who have been sent to the office for health reasons
- 8. Special assignments:
 - a. Work with PTA/PTO
 - b. Organize registration for Kindergarten; building registration for new students
 - c. Scheduling of building usage and in-school special events
 - d. Coordinate field trips; schedule buses
 - e. Coordinate payroll time sheets for lunchroom personnel
 - f. Coordinate bus route service (if applicable)
- 9. Perform other duties that may be assigned by the principal

Physical demands: While performing the duties of this job, the employee is regularly required to see, talk, hear, type, stand, sit, reach, walk, lift, and carry boxes (up to 40 lbs.), climb stairs and stoop.

Work environment: While performing the duties of this job, the employee will be working in an indoor office environment. The noise level is usually moderate to loud.

Terms of employment: 206 total days (including 9 paid holidays)

Evaluated by: Performance to be evaluated annually by the principal in accordance with provisions of Board of Education policy.

X _____

Date: _____