

School District 23
Prospect Heights, IL

JOB DESCRIPTION

SCHOOL ADMINISTRATIVE ASSISTANT

- QUALIFICATIONS:**
1. Any combination equivalent to graduation from high school and three years of increasingly responsible clerical or secretarial experience.
 2. Valid first aid and CPR certificate issued by the Red Cross within six months of employment.

REPORTS TO: Principal

JOB GOAL: Under the direction of the school principal, oversee, coordinate, organize and perform the day-to-day secretarial and administrative functions at an assigned school office; provide secretarial assistance to the Principal (and an Assistant Principal) relieving the Principal (and Assistant Principal) of administrative details; serve as liaison between students, staff, parents, District personnel and the community.

PERFORMANCE RESPONSIBILITIES:

1. Oversee, coordinate, organize and perform the day-to-day secretarial functions at an assigned school office; provide leadership to school administrative activities frequently in the absence of the Principal; serve as liaison between students, staff, parents, District personnel and the community; provide information regarding school and District rules, policies and procedures; maintain confidentiality of materials and information.
2. Prepare, maintain and update student records in areas related to attendance, discipline, emergency, health and other student records as assigned; enter, maintain, and update data in a variety of databases to compile data, run reports and labels, and produce other communications.
3. Provide secretarial assistance to the Principal relieving the Principal of administrative details; compose, type and edit letters, bulletins, newsletters, memos, agendas, and other documents as assigned; make arrangements and prepare materials for a variety of meetings and/or inservices; schedule appointments and make referrals as appropriate; maintain office files.
4. Maintain and record student attendance; record daily calls to parents regarding student absences; compile and generate attendance reports.
5. Manage school site registration process; prepare enrollment and transfer forms; assist parents with proper completion of forms; request new student files; orient new families and students to the school. Manage the on-line registration process.
6. Provide support to staff including providing various student information, assisting with field trips, completing forms, distributing mail, and preparing reports.
7. Prepare and compile various District reports such as attendance, enrollment, staff absence reports, free and reduced lunch/milk, and other assigned reports according to established timelines.
8. Manage substitute process including, monitor sub-calling system for personnel absences; arrange for substitutes as necessary; coordinate coverage for classrooms until substitute can

be located; prepare substitute folders and provide keys; collect and verify accuracy of information on substitute timesheets.

9. Supervise students sent to the office for disciplinary actions; assist students with completing behavior reports; prepare disciplinary reports and suspension letters to send to parents and the District office.
10. Perform health-related duties in the absence of the Health Office staff.
11. Operate a computer with knowledge of specific software programs; operate a telephone, photocopier, intercom, typewriter, calculator and other office equipment; arrange for repair and maintenance of equipment as needed.
12. Train and provide work direction to office staff and volunteers as needed; provide input during performance evaluations as requested.
13. Assist District office staff with scheduling the use of facilities by the community; maintain related records.
14. Must have regular and punctual attendance.
15. Must be familiar with and comply with all Board policies.
16. Knowledge of:
 - Office management techniques
 - Modern office practices, procedures and equipment
 - District organization, operations, policies and objectives
 - Laws, codes, rules and regulations related to assigned activities
 - School office terminology, practices and procedures
 - Record-keeping techniques, filing systems and information management
 - Operation of a computer and assigned software
 - Receptionist and telephone techniques and etiquette
 - Correct English usage, grammar, spelling, punctuation and vocabulary
 - Oral and written communication skills
 - Interpersonal skills using tact, patience and courtesy
 - Basic first aid
17. While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; and talk or hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee may be required to occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, and depth perception. The noise level in the work environment is usually moderate.
18. Perform other related duties as assigned.

EVALUATIONS: Performance of this job will be evaluated in accordance with ESP procedures that are provided in the negotiated contract.

January 2018