



<b>Job Title:</b>	Building Administrative Assistant		
<b>Location:</b>	Education	<b>Reports To:</b>	Principal
<b>Initial Approval:</b>	November 1, 2006	<b>Revised:</b>	July 8, 2021
<b>Work Year:</b>	Extended School Year	<b>FLSA Status:</b>	Non-Exempt
<b>Pay Schedule:</b>	Educational Support Personnel Range 9		

**POSITION SUMMARY:** The Building Administrative Assistant assists the building administrative staff, including principal, assistant principal, and athletic director in support of efficient and effective operation of the school.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The following statements of essential functions and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position. Actual duties and responsibilities may vary depending on building assignment and other factors.

- Applies appropriate charges for class fees, due, and athletic activity fees, in the district database. Collects all monies for all activity accounts. Prepares deposits for the courier.
- Acts as co-receptionist for all school visitors and telephone callers.
- Prepares purchase orders for supplies for all areas of the school. Obtains appropriate authorization from the building principal.
- Maintains a complete record of all purchase requisitions and processed purchase orders. Responsible for verification of received merchandise and distribution of orders. Verifies purchase orders to the district budget detail. Finance liaison to building principal.
- Maintains attendance records for assigned building employees to include verification of substitutes, and maintaining a monthly balance of remaining sick/personal/vacation days. Responsible for verification of monthly classified time sheets to payroll.
- Serves as an assistant to the administrative staff. Prepping letters, copying, meeting minutes, preparing reports and maintain an effective record keeping system
- Assists substitute teachers and substitute support staff with school procedures. Ensures a complete substitute folder for each certified teacher is available.
- Trains building staff on office policy and procedure including accounting, postage, voicemail, copy machine, fax, etc.
- Coordinates volunteer help and maintains record of attendance.
- Responsible for school newsletter and website including publishing, mailing, and writing administrative information articles.

*To perform this job successfully, an individual must be able to perform each essential function satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Organizes logistics and supports the facilitation of special events. Prepares mass mailing and coordinates available building space.
- Processes and maintains records for petty cash. Submits replenish request as needed. (Secondary level only).
- Acts as a backup for other school office assistants and the health paraprofessional. Oversees overall building functions.
- Performs other associated duties as assigned.

**Supervision & Technical Responsibilities:** This position does not supervise other employees.

**Budget Responsibility:** This position does not have any direct budget responsibility.

### QUALIFICATIONS

The requirements listed below are representative of the education, experience, knowledge, skills, and/or abilities required for this position:

#### Education & Training:

- High School Diploma or equivalent
- Some courses related to accounting or business preferred

#### Experience:

- Two to three years of secretarial experience
- Some accounting experience in a public education setting preferred

#### Knowledge, Skills & Abilities

- Oral and written communication skills.
- English language skills.
- Interpersonal relations skills.
- Basic math and accounting skills.
- Personal computer, keyboarding and word processing skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities and tasks with frequent interruptions.
- Ability to defuse and manage volatile and stressful situations.
- Ability to work with adolescents.
- Operating knowledge of and experience with various software packages including Microsoft Office and Google Suite.
- Operating knowledge of and experience with general office equipment, including multi-line phone systems, copier, fax machine, postage machine equipment, etc.

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**Certificates, Licenses, & Registrations:**

- Criminal background check required for hire.
- CPR and First Aid certifications preferred at hire.

**OTHER WORK FACTORS**

The physical demands, work environment factors and mental functions described herein are representative of those that must be met by an employee to successfully perform the essential functions of this job.

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl, and smell. The employee must regularly lift and/or move up to 25 pounds frequently.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. However, at times the employee is occasionally exposed to moving mechanical parts; fumes or airborne particles; toxic or caustic chemicals; and outdoor weather conditions.

**Mental Functions:** While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.