

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Attendance/Administrative Assistant (Middle School)	Department: Building
Reports to: Building Principal & Principal's Administrative Assistant	FLSA Status: Non-Exempt
Band/Grade/Subgrade: A-1-4	Bargaining/Work Unit: MSEA Clerical
Tier/Lane: Tier 4	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

To provide clerical assistance to building staff members including the administrative team and the principal's administrative assistant.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Attendance for students</i>
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Processes attendance calls
- Runs attendance reports
- Assists in implementation of guidelines for excused and unexcused absences

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Main Receptionist</i>
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Answers incoming calls (shares this responsibility with other office staff)
- Greets callers on phone or in person
- Responds to inquiries from public, students and District 112 employees
- Greets visitors in person and directs them to appropriate area

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Employee and Substitute Maintenance</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Greets subs and directs them to correct room and location of materials

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>General Office Functions</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Helps with general duties in main office as requested by supervisor
- Types, copies, collates and files materials as requested

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>Door Security System</i>
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Operates building entry security systems with guests/visitors

Other Duties as Assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Strong technical skills with Word, Excel, Outlook, and Infinite Campus
- Pleasant/friendly manners
- Strong customer service skills
- Welcoming attitude
- Demonstrate concern for staff, student, and parent interest
- Personal dependability/flexibility/regular attendance
- Positive attitude
- Conflict resolution skills
- Highly developed, positive oral/written communication skills using appropriate grammar
- Negotiating skills
- Evidence of excellent human relations skills especially the ability to be a team player
- Ability to work with staff, students and parents
- Ability to run detailed/accurate reports
- Be aware of and respect all matters of a confidential nature
- Keen observation skills
- Attention to detail/accuracy
- AESOP/Skyward competence
- Anticipate needs of others
- Ability to handle detailed work

- Ability to work under pressure
- Typing/word processing (45 wpm)
- Evidence of an understanding of the school culture & environment and a commitment to carrying out the vision & belief statements of Eastern Carver County Schools

SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school diploma or equivalent
- Associate's degree in related field preferred

SECTION VI: EXPERIENCE REQUIREMENTS

- Previous experience within a school system desirable
- Previous exceptional administrative assistant experience

SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

SECTION VIII: PHYSICAL JOB REQUIREMENTS

(Indicate according to essential duties/responsibilities):

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never O=Occasionally (1-33%) F=Frequently (34-66%) C=Consistently (67-100%)					
Demands		Demands		Demands	
Physical		Lifting/Carrying		Exposure to Environ. Conditions	
Standing	C	Up to 10 pounds	O	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	C	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	C	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	C	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	Noise Levels		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	C	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, Squatting	O			Extreme heat (non-weather)	N
Stretching/reaching with hands & Arms	N	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	Sight	
Distinguishing temperature	O			Vision for close work/ability to adjust focus	C
Traveling by automobile				Looking at computer monitor	C
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.