

# EASTERN CARVER COUNTY SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> Principal's Administrative Assistant (Middle School)	<b>Department:</b> Building
<b>Reports to:</b> Building Principal	<b>FLSA Status:</b> Non-Exempt
<b>Band/Grade/Subgrade:</b> B-2-2	<b>Bargaining/Work Unit:</b> MSEA Clerical
<b>Tier/Lane:</b> Tier 6	<b>Position Last Updated:</b> February 2018

### SECTION II: JOB SUMMARY

To provide clerical assistance and office management for the principal and staff members.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> <i>Clerical Assistance to the Principal</i>
<b>Percent of Time:</b>	70%	

**Tasks involved in fulfilling above duty/responsibility:**

- Types letters/memos/newsletters and other documents as assigned
- Creates/drafts correspondence
- Assists principal in calendar management
- Manages phone calls to principal in his/her absence
- Provides accurate information to callers
- Handles confidential documents for the principal
- Point person for sending all communication out to parents (i.e. IC or Constant Contact)
- Manages website by keeping photos, posts and calendar updated
- Gathers information and coordinates with staff for the staff weekly bulletin
- Attends meetings and take notes as needed

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> <i>Manage Work Assignments in School Office</i>
<b>Percent of Time:</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Assures the smooth operation in the day-to-day function of a busy office
- Manages office staff schedules of breaks, lunch, vacation, etc.
- Assigns office duties
- Available to assist in screening and recommendations of additions/replacement of office clerical staff

- Coordinates parent/teacher conferences
- Available for some evening events (i.e. conferences, etc.)
- Manages leave system for all staff other than administrators in skyward
- Tracks staff comp time in Excel
- Reconciles substitutes in AESOP and assists staff enter absences
- Ensures appropriate staff have entered time-off in Skyward
- Provides IC support to families
- Assists with coordinating school fundraisers

<b>Duty/Responsibility No:</b>	3	<b>Statement of duty/responsibility:</b> <i>General Office Functions</i>
<b>Percent of Time:</b>	15%	

**Tasks involved in fulfilling above duty/responsibility:**

- Answers phone
- Greets and checks in visitors while following security protocols
- Provides clerical assistance
- Back-up for other office personnel
- Enters student data on the Skyward and Infinite Campus software
- Provides student support (i.e. lockers, schedules, lunchroom back-up)
- Provides support for administrators with buses (i.e. contact bus company, send parent messages)

***Other Duties as Assigned***

**SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- Accuracy at 60 wpm
- Computer literacy
- Word processing skills
- Spelling accuracy
- Proper use of grammar
- Knowledge of letter/memo/document format
- Ability to maintain confidentiality (Data Privacy)
- Evidence of excellent human relations skills especially the ability to be a team player
- Prioritization skills
- Ability to delegate to others appropriately
- Ability to meet deadlines
- Attention to detail
- Ability to mediate conflict
- Basic bookkeeping skills and mathematics skills
- Ability to use calculator or 10 key
- Ability to learn and use UFARS coding system
- Knowledge and ability to use email
- Pleasant phone manner
- Ability to defuse angry callers/visitors
- Positive attitude
- Personal integrity and dependability
- Ability to create student data reports
- Pleasant manner with children and adults
- Service orientation
- Regular attendance

- Positive “can do” attitude
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and 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	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	F	Up to 10 pounds	F	Possible exposure to blood-borne pathogens through blood and/or body fluids	
Walking	F	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		O
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	O
Hearing	C	More than 100 pounds	N	Electrical shock risk	O
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	Fumes	O
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	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	O			<b>Sight</b>	
Distinguishing temperature	O	Very loud noise (i.e. jack hammer, front row rock concert)	N	Vision for close work/ability to adjust Focus	C
Traveling by automobile	O			Looking at computer monitor	C
				Color vision (identify & distinguish colors)	O
				Peripheral, depth perception	C

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