

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Building Administrative Assistant (Elementary School)	Department: Building
Reports to: Building Principal	FLSA Status: Non-Exempt
Band/Grade/Subgrade:	Bargaining/Work Unit: MSEA Clerical
Tier/Lane: Tier 5	Position Last Updated: February 2018

SECTION II: JOB SUMMARY

Provide clerical assistance to building staff members including the principal and principal's secretary, students and visitors.

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Attendance for students</i>
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Processes attendance calls
- Runs attendance reports
- Informs administration when there are attendance concerns
- Assists in calling parents when students have unexcused absences

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Purchase Order Management</i>
Percent of Time:	25%	

Tasks involved in fulfilling above duty/responsibility:

- Enters purchase orders in Skyward
- Codes purchase orders
- Routes purchase orders
- Maintains tracking system for building purchase orders

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Cash Account Management</i>
Percent of Time:	5%	

Tasks involved in fulfilling above duty/responsibility:

- Collects payments
- Records receipts and payments accurately

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>General Office Functions</i>
Percent of Time:	20%	

Tasks involved in fulfilling above duty/responsibility:

- Answers phones
- Assists staff find forms online
- Back-up for other office personnel
- Responds to general inquiries for information when possible
- Collects homework for absent students
- Types/drafts documents as assigned
- Assists PTO with building reservations, copies, ordering posters, etc.
- Available for some evening events (i.e. conferences, etc.)

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>Door Security System</i>
Percent of Time:	25%	

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

- Word processing skills, accuracy at 45 wpm
- Computer literacy
- Spelling accuracy and proper use of grammar and language usage
- Knowledge of/proficiency in letter/memo formats
- Ability to maintain confidentiality
- Evidence of excellent human relations skills especially the ability to be a team player
- Attention to detail and accuracy
- Ability to learn and use UFARS coding system
- Skyward competence
- Basic bookkeeping skills
- Basic mathematics skills
- Ability to use calculator or 10 key
- Personal dependability/flexibility and regular attendance

- Positive “can do” attitude
- Friendly phone manner with concern for caller’s interest and to deal with many calls at once
- Highly developed positive oral communication skills using appropriate grammar and a welcoming attitude
- Evidence of an understanding of the school culture and environment, and a commitment to carrying out the vision, mission and belief statement 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 preferred
- 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	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	Noise Levels		Explosives	N
Climbing, balancing	O	Quiet (i.e. private office)	O	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	F	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N			Sight	
Distinguishing temperature	N	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.