

EASTERN CARVER COUNTY SCHOOLS

Position Description

SECTION I: GENERAL INFORMATION

Position Title: Building Administrative Assistant	Department: Chaska High School
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

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

SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

Duty/Responsibility No:	1	Statement of duty/responsibility: <i>Manage Daily subs for entire building</i>
Percent of Time:	30%	

Tasks involved in fulfilling above duty/responsibility:

- Works with teachers to accurately record PTO, sick time, comp time and other absences
- Assures all staff absences that need a substitute have a substitute
- Works with teacher to collect sub materials
- Greets all daily subs, provides instructions for day and necessary materials
- Checks all subs out at end of day
- Uses online sub filling system AESOP to check sub status and enter sub requests
- Reconciles substitutes in AESOP
- Makes phone calls to preferred substitutes as necessary
- Communicates with staff in building as needed to fill any unfilled sub positions on a daily basis

Duty/Responsibility No:	2	Statement of duty/responsibility: <i>Cash Account Management</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Collects payments
- Records receipts and payments accurately
- Uses Infinite Campus student management system to enter and collect fees
- Pays non PO invoices, Bus Invoices, Conference Registrations, Reimbursement Forms

Duty/Responsibility No:	3	Statement of duty/responsibility: <i>Provide Clerical Support to School Office</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Types letters/memos and other documents as assigned
- Creates and manages Microsoft excel spreadsheets
- Uses Infinite Campus student management system to look up student information
- Assists with arrangements for conferences including registration, lodging, travel, etc. as needed

Duty/Responsibility No:	4	Statement of duty/responsibility: <i>General Office Functions</i>
Percent of Time:	10%	

Tasks involved in fulfilling above duty/responsibility:

- Answers phone
- Greets visitors
- Back-up for other personnel (i.e. attendance, guidance, etc.)
- Responds to general inquiries for information when possible
- Assists with scholarship payouts

Duty/Responsibility No:	5	Statement of duty/responsibility: <i>Assist Activities Director</i>
Percent of Time:	40%	

Tasks involved in fulfilling above duty/responsibility:

- Uses Affinity System to log registrations into Infinite Campus, run reports, record letter award winners, assist parents/students with system
- Tracks lettering for over 500 students each year
- Pays invoices for tournaments, events, etc.
- Tracks budgets for the fund 01 activities and assist advisors
- Collects, counts and deposits money from cash boxes
- Reserves building space for events
- Works with students regarding Fund 50 accounts
- Reconciles and submit credit card statement/receipts for Fund 50 activities purchases
- Adds activities/events to the school website
- Sends out correspondence to parents/students as requested by Activities Director or advisors

Other duties as assigned

SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES

- Word processing skills, accuracy at 45 wpm
- Proficient Microsoft Excel skills
- 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 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	O
Walking	F	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	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.