

Rosemount-Apple Valley-Eagan School District 196
Job Description

Title: Administrative Assistant to Elementary Principal
Department: Elementary Building
Reports to: Building Principal
Classification: RAVE 1
Exempt Status: Non-Exempt

Job Summary: Assist building administration by providing students, staff, and the community with knowledgeable and professional administrative support. Manage data, student tracking, budget management, and work with various technology applications in an efficient and timely manner to contribute to the accomplishment of team and building goals.

Duties and Responsibilities

- Open and close the office each day
- Answer the telephone and schedule appointments for the building administrator(s)
- Manage the day-to-day interactions of other clerical support staff and act as a backup as needed
- Maintain the filing system, school calendar of events and activities, and the staff and school handbook
- Maintain security system access and serve as a member of the safety protocol team
- Serve as a primary point of contact for students and staff
- Serve as the primary contact for student records, maintain class rosters, and coordinate student registration
- Create building newsletters and communicate with parents regarding registrations, conferences, and events
- Act as the main contact for transportation
- Monitor and update employee absences daily and assign or assist with substitutes
- Assist with job postings requisitions, hiring, and onboarding of staff
- Work with multiple databases and programs, utilizing spreadsheets for data entry, sorting, creating formulas, and performing calculations
- Assist the principal with the building budget and capital outlay, maintaining accurate financial records
- Work with Community Education for facility use and booking
- Complete Personnel Change Notices for employee staffing changes
- Coordinate transportation and payments for school events
- Assist and/or monitor substitute assignments
- Purchase, receive, code, and distribute supplies
- Assist with gift and donation reporting
- Compile data for state reporting
- Perform other duties of a comparable level or type, as required

Education and/or Experience

- 2 years of post-secondary education, or any combination of applicable experience and education
- 3-4 years of office experience, preferably in a school environment

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Knowledge, Skills & Abilities

- Proficient working with a culturally, ethnically, racially and socioeconomically diverse school community
- Ability to communicate effectively with diverse populations
- Ability to follow written and verbal instructions
- Ability to relate with others and present a positive interaction in a professional manner with public, peers, and administration in all communication
- Ability to exercise confidentiality in handling School District information
- Ability to work collaboratively with office and district staff
- Excellent oral and written communication skills
- Intermediate accounting/bookkeeping skills
- Ability to be flexible and have a willingness to undertake a variety of tasks sometimes at the direction of more than one person
- Ability to handle multiple tasks at once while dealing with constant interruptions
- In-depth knowledge of Microsoft Office applications and Google apps
- Ability to navigate web-based school systems
- Strong skills in organization, proofreading, and creative thought including systems thinking and problem solving
- Knowledge of general office software and/or specific program software
- Office organizational and time management skills
- Detail orientated with excellent accuracy skills
- Ability to initiate, prioritize and complete tasks in a timely manner
- Ability quickly evaluate situations, identify solutions and take initiative to resolve issues practically
- Ability to remain calm and deescalate in stressful situations

Physical Demands:

- Position involves listening, speaking clearly and visual acuity
- Position involves extended periods of sitting while working with computers
- Position involves frequent typing and repetitive hand motions operation computers or other technology equipment
- Position involves occasional lifting up to 10 pounds of office supplies or mail

Work Environment

- Normal office conditions
- Exposure to noise from students and visitors
- Position may travel between buildings as needed

Note: This job description is not intended to be all-inclusive. The Rosemount Apple Valley Eagan School District reserves the right to modify duties and responsibilities as needed to meet the needs of the district.