



ADMINISTRATIVE ASSISTANT I (ELEMENTARY)

QUALIFICATIONS:

- High school education or equivalent, plus one additional year of full-time study at a college, junior college, or other technical or trade school (additional related experience could be substituted for education requirements)
- A minimum of one year of previous experience in a position with similar responsibilities
- Computer, bookkeeping, and filing experience required
- Excellent verbal communication skills in dealing with parents, students, and teachers
- Must be able to effectively deal with students, parents and other visitors who may be angry and in need of assistance
- Possess patience and strong interpersonal skills
- Strong organizational skills and ability to work with details and maintain accurate records
- Demonstrated success working in an environment with constant interruptions and periods of high-volume activity
- Contributes to a positive working environment

REPORTS TO:

- Building Principal

JOB SUMMARY:

- Under general supervision, through effective customer relations skills and completion of a variety of tasks, this position is responsible for assisting students, guardians, faculty, the Principal, and the Administrative Assistant III to ensure the effectiveness of the school office operation.
- FLSA Status: Non-exempt

PERFORMANCE RESPONSIBILITIES:

1. Answers telephone and intercoms and greets visitors to the building
2. Documents and distributes messages to staff and students and answers a wide variety of school and district-related questions
3. Using various communication equipment such as intercoms and wireless communicators, will locate building custodians, principals, or teachers as needed
4. Records all absence calls from guardians; collects attendance sheets from teachers and develops absence reports for data entry by the Administrative Assistant III
5. Notifies guardians of unreported absent students
6. Processes tardy students and issues tardy slips to be given to classroom teachers
7. Assists sick/injured students visiting the office and in the nurse's absence, monitors health indicators, decides on contacting guardians, and supervises inhaler usage
8. In conjunction with Administrative Assistant III, supervises students throughout the day who are sent to the office for disciplinary reasons
9. Assists with bus-related activities, questions, and requests
10. Opens, sorts, and distributes school mail
11. Prepares daily lunch counts for Food Service
12. Photocopies a variety of materials including classroom materials, forms, notices, newsletters, etc.
13. Responsible for maintaining copier supplies and reporting equipment problems for service
14. Creates and distributes various calendars which may include school events, playground and building usage, and district meetings to schedule building, as requested
15. Creates weekly, daily or monthly reminders or highlights for faculty and staff
16. May manage and design the school website



17. May give tech support to staff for their individual web pages within the school website as needed
18. Maintains general office and classroom supplies, i.e. monitors usage and restocks as needed including placing special orders for educational materials
19. Collects, counts, and may deposit money collected for registration, lost books, and other activities
20. Types a variety of documents, including letters, memos, notices, minutes, and forms for the school Principal, teachers and others, as requested
21. Completes requests from external agencies for verification of information (i.e. Public Aid, DCFS)
22. Receives and responds to information on enrollment needs for new students
23. May assist with registration including collecting registration forms, requests for records from previous schools, tracking receipts and following up on missing documents
24. Develops student cumulative files when new students are added and sends the necessary information to new schools for students who have transferred out
25. Enters student information into software programs, which includes food bags, office discipline reports, attendance reports and entering/dropping students into the system
26. May organize kindergarten registration, including calling parents for screening appointments, making/sending out reminder postcards and adding incoming kindergarteners to the software program
27. Assists the PTO with tasks like copying and distributing flyers and newsletters, which may include distributing and collecting fundraising envelopes
28. May assist the Principal and the Administrative Assistant III in budgeting and processing expenditures (tracking expenditures and monitoring account balances) while referring exceptions or potential overspending to the Principal for resolution
29. Maintains a variety of school and student-related files
30. Serves as backup to the Administrative Assistant III in their absence

The above description covers the most significant duties performed, but does not exclude other occasional work assignments not mentioned, the inclusion of which would be in conformity with the skills and responsibility levels appropriate for this position.