



## **ADMINISTRATIVE ASSISTANT III (ELEMENTARY)**

### **QUALIFICATIONS:**

- High school education and two years of post-high school education in any field plus a minimum of two years of directly related prior experience, preferably in a school environment (a comparable amount of responsible work experience may be substituted for formal education requirements)
- Advanced computer and bookkeeping-related experience
- Excellent verbal communication skills in dealing with parents, students and teachers
- Excellent written communication skills are required for memos, letters, notices, etc
- Must be able to effectively deal with students, parents, and other visitors who may be angry and in need of assistance
- Posses 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:**

- Principal

### **JOB SUMMARY:**

- Under limited supervision, this position is responsible for the overall operation of the school office.
- Provides comprehensive assistance to students, parents, and staff and maintains thorough and accurate records for school and district reporting; generally oversees the activity of one office employee to ensure school needs are met
- FLSA Status: non-exempt
- Pay Grade 4

### **PERFORMANCE RESPONSIBILITIES:**

1. Answers telephone and intercom systems, screens/greets visitors and assists staff/visitors as needed
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. Coordinates all bussing-related activities with district contact, students and parents and in collaboration with the bus company, resolves any differences that may occur
5. Assists in arranging buses for student trips, summer programs, and various year-round activities, such as boy scouts, early start, and after-school programs
6. Manages initial contact with upset guardians, adept at defusing, calming and resolving issues, and arranges meetings with school representatives as needed
7. Coordinates appointments for the Principal with teachers, parents, administrators, and outside agencies while assessing necessity and suggesting alternative solutions
8. Communicates and documents calls from parents regarding absences, gathers attendance data from teachers and notifies them when attendance is not entered within the allotted time frame and enters any attendance-related data into student records
9. In conjunction with Administrative Assistant III, supervises students throughout the day who are sent to the office for disciplinary reasons
10. Assists sick/injured students visiting the office and in the nurse's absence, monitors health indicators (taking temperature, applying bandages) and supervises inhaler usage/taking medications and decides on contacting guardians
11. Guides the Office Assistant in diverse tasks (mail, copying, supplies), offers initial training, covers absences, and ensures office functions are upheld



12. Generates daily and monthly attendance reports from the district database and distributes monthly attendance sheets to teachers
13. Keeps accurate records that are used for state reporting and reimbursements from a variety of funding sources
14. Types a variety of documents, evaluations, letters, memos, notices, minutes, and forms for the school Principal, and staff, as requested; will research questions from faculty that may include past information regarding school or equipment purchases, previous travels, etc
15. Monitors staff absences, ensures software data matches other activities including substitute assignments and follows up on discrepancies
16. Organizes registration materials: collects/enters data, handles fees, processes new and returning students reviews required documents and requests records from prior schools ensuring all required documents are received
17. With the assistance of the Office Assistant, responsible for the transfer in and out of all students (collecting student and parent registration documents, developing new student cumulative files, requesting records from previous schools attended, copying and forwarding student information to new schools, and entering student information into the software program) while maintaining accurate records for monthly/annual reports generated and validated by the incumbent
18. Assists the Principal in budgeting and processing expenditures, this includes tracking expenditures and monitoring account balances while referring exceptions or potential overspending to the Principal for resolution
19. Processes deposits
20. Confidentially assists guardians with the completion of forms, as requested
21. May be responsible for creating weekly, daily or monthly reminders, notices or highlights for faculty and staff, as generally outlined by the Principal or determined necessary by the incumbent
22. Maintains copiers, printers, and computers as needed (contacts the service department or submits a help desk ticket if the problem cannot be resolved)
23. Completes requests from external agencies for verification of information (i.e., Public Aid, DCFS, daycare agencies, after-school programs, etc.)
24. Creates and distributes various calendars which may include school events, playground/building usage and district meetings
25. Schedules building usage for all activities and extracurricular activities with outside agencies
26. Assists the PTO in a variety of ways that may include copying and distributing flyers and newsletters, distribution and collection of fundraising materials
27. Maintains a variety of school and student-related files and may be responsible for confidential employee files
28. Responsible for tracking and notification to teachers of volunteer background screening form approval and for entering the information into the student software program

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.