



## ADMINISTRATIVE ASSISTANT IV (PRINCIPAL)

### QUALIFICATIONS:

- High school and two years of post-high school education in a specialized curriculum typically found in a college, junior college or secretarial school; study would likely be in office administration or related secretarial curriculum (additional office or secretarial experience can be substituted for education)
- Minimum of three additional years of experience in a similar position with increasing responsibility
- Advanced typing, bookkeeping, filing, and PC skills, experience in dealing with spreadsheet and word-processing applications
- Strong project management skills, including personal initiative and the ability to coordinate with others
- Excellent verbal communication skills for dealing with parents, students, and teachers including strong written communication skills are required for memos, letters, notices, etc
- Must be able to effectively deal with parents and other visitors who may be angry or complex, and students who are in need of assistance
- Patience and well-developed interpersonal relations skills are needed
- 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

### REPORTS TO:

- Principal

### JOB SUMMARY:

- Under limited supervision, this position is responsible for the overall operation of the junior high school office. Comprehensive assistance is provided primarily to the Principal, but also to students, parents, faculty and other staff as needed. In addition, this incumbent has responsibility for specific school-related projects and assumes tasks for numerous positions during the summer.
- FLSA Status: Non-exempt

### PERFORMANCE RESPONSIBILITIES:

1. Handle incoming calls, directing them to the relevant faculty or staff by assessing the caller's needs and providing general school information when required, in collaboration with other office support personnel
2. Manage the distribution and collection of warehouse supply orders from teachers for the upcoming school year, compile a comprehensive school-wide order based on the received information, and organize the sorting and packaging of supplies for classroom delivery upon their arrival
3. Ensure sufficient school supplies by regularly conducting inventory checks, and restocking as necessary; additionally, maintain office equipment by arranging service calls when needed
4. Troubleshoot/service all copy machines and complete copy paper orders
5. Troubleshoot/service the laminating machine
6. Maintain staff directory and room/phone extension lists
7. Maintains list for all student teachers, practicum students, and students obtaining clinical hours
8. Purchase stamps for office/staff
9. Types, copies, collates reports, memos, and correspondence for the Principal (i.e. School Improvement Plan, Course Descriptions, Technology Report, meeting and activity reminders, etc.)
10. Schedules appointments for the Principal including conferences, teacher evaluations, etc.
11. Efficiently manage inquiries for the Principal and school personnel in person or over the phone, handling relevant calls and redirecting others to the district office; acts as a switchboard resource, attending to calls not designated for specific individuals
12. Manage Principal's office files, regularly updating and purging information as required
13. Opens, dates and sorts mail addressed to the Principal, will redistribute or respond personally
14. Gather and deposit funds from various school-related activities, including registration, vending, student council, ball games, outdoor education, and other activity accounts
15. Oversee purchase orders and payment requests, utilizing PC software to monitor expenditures and align them with departmental budgets, and generates budget reports for review and future planning, procure necessary office



supplies

16. Create, type, and distribute the school calendar by gathering information from faculty, administrators, and staff
17. Manage building, cafeteria, and conference room reservations and schedules
18. Transmits, receives and distributes all faxes for the building
19. Oversee field trips by tracking costs, arranging bus orders, incorporating them into the school calendar, and potentially handling the collection and deposit of field trip funds
20. Collects and files all product catalogs
21. Manage the issuance of room and building keys, including monitoring and tracking outside door keys and distributing keys to teachers and staff upon request, ensuring authorized access
22. Receive and deposit registration fees, input fee details into the student database, ~~handle mail-in registrations~~ and coordinate two evenings of in-person registration
23. Manage academic recognition and notification efforts such as High Honor Roll, Honor Roll, and promotional/retention letters
24. Request and verify lists and letters from Computer Services and distribute letters to parents and create relevant recognition documents like certificates based on academic levels
25. Collect documentation and electronically file work permits for the Principal's signature
26. Prepare and format content for the student handbook and course curriculum guide, and generate camera-ready copies and manage distribution to the printer
27. Collects details and organizes information for Awards Day (sends letters to parents, develops, and types programs and certificates)
28. Prepares promotion certificates and mails to eighth-grade parents
29. Sorts and distributes all mail over the summer

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.