



ADMINISTRATIVE ASSISTANT II (STUDENT AFFAIRS)

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 can be substituted for education requirements
- A minimum of one year of previous experience in a position with similar responsibilities
- Demonstrated ability to deal effectively with people, in-person and over the phone
- Must possess strong verbal and written communication skills
- Working knowledge of basic PC spreadsheet and word processing applications
- Strong organizational skills required to handle multiple priorities and tasks
- Developed listening skills necessary to investigate information
- Demonstrated success working in an environment with deadlines and periods of peak productivity expectations

REPORTS TO:

- Assistant Principal and/or other designated supervisor

JOB SUMMARY:

- Under limited supervision, this position is responsible for collection and distribution of all attendance related activities and provides general clerical assistance to the Assistant Principal in supporting the student disciplinary processes.
- FLSA Status: Non-Exempt

PERFORMANCE RESPONSIBILITIES:

1. Answers telephone, routes calls and takes messages for all faculty and staff, will gather more information from caller to determine appropriate transfer, provides general school information to callers (shared duty with all administrative assistants)
2. Greets all visitors to office and directs them to appropriate areas, may need to gather more information from visitors to determine location or individual needed, maintains various sign-in logs and badges for all visitors (shared duty with applicable other administrative assistants)
3. Performs daily attendance duties, which include entering names of students who are absent, recording messages for call list, transferring call list to automatic dialer, entering absences into the student database, documenting absence excuses, printing lists of those absent, entering and posting corrections when administrative assistant for attendance is absent
4. Accepts and distributes all internal and US mail, accepts all UPS and other deliveries, receives and distributes work orders, personal leave requests, long distance telephone memos, supply orders and other related requests from internal staff (shared duty with applicable other administrative assistants)
5. Distributes and collects warehouse supply orders from all teachers for the next school year; from information received, compiles and types one order for the entire school; when supplies arrive, sorts and boxes orders for delivery to each classroom (shared duty with Administrative Assistant II)
6. Responsible for maintaining adequate school supplies, conducts inventory routinely and replenishes stock as needed, responsible for maintaining office equipment, calls for service when required (shared duty with Administrative Assistant II)
7. Oversees data entry of daily absences, enters reported absence reasons at the end of the day
8. Accepts absence-related calls from parents and documents reasons; when appropriate, initiates additional investigation and/or questions students, records whether absence is approved or not approved
9. Maintains record of all students entering and leaving the building, issues passes, verifies this information against absence reports, confirms that parents picking up students are authorized to do so
10. Generates attendance and disciplinary reports, information is sorted in a variety of ways and distributed to all faculty, guidance counselors and administrators each day
11. Monitors absences and identifies if disciplinary thresholds have been exceeded; refers individual names to appropriate Assistant Principal, may generate and mail letters to parents about absences
12. Performs a variety of functions that support student discipline actions including collecting disciplinary referral forms from teachers or supervisors, determining if a student needs to see Assistant Principal immediately or can be scheduled to return for a meeting (if student waits, monitors behavior while in the office), documents details and status for student files and if additional action is to be taken (i.e. detention, suspension, etc.), initiates written communication to parents; if a suspension is issued, develops additional communication for district office review and approval



13. Generates monthly cumulative enrollment and attendance reports used for completing required state reports, pulls information from attendance database (with exception of homebound students who must be tracked manually)
14. Assists in labeling envelopes for newsletter, report cards, progress reports, and all others as assigned
15. Compiles and generates monthly and annual truancy/absence reports; communicates with probation or truancy officers
16. Types other materials as requested
17. Maintains third-party access forms and restricted visitation lists
18. Monitors and orders admit slips, referrals, tardy passes, call slips, detention forms, etc.

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.