

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: November 2019

Title: **ADMINISTRATIVE ASSISTANT – Central Registry**

Reports To: Superintendent or Designee

Employment Status: Full Time

FLSA STATUS: Non-Exempt

Qualifications:

- * High school graduate or equivalent
- * High degree of proficiency in office procedures, computers, Internet and office machines
- * Notary public certification or the ability to obtain it
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality

General Description: Serve as administrative assistant with various duties for the central office.

Essential Functions:

1. Greet new families and assists them with enrolling their children into the District
2. Review, verify & maintain enrollment documentation required for enrollment including residency & custody
3. Track & maintain extensive confidential District records
4. Sort, deliver and process student record requests and transcript requests
5. Process & maintain open enrollment applications, reports & notices
6. Keeper of archived student & staff records & processes records to be archived
7. Prepare & maintain monthly enrollment reports
8. Liaison between the central office, special education department and the schools for enrollment purposes
9. Distribute incoming school records
10. Create and maintain welcome folders
11. Deliver incoming faxes and send faxes as requested
12. Serve as District notary public
13. Serves as back up for the Administrative Assistant – Central Office
14. Complete all other duties as assigned

Expectations:

1. Demonstrate support for the district's Vision, Mission and Beliefs.
2. Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
3. Ensure that decisions are based on data.
4. Demonstrate flexibility and openness to innovation in the performance of job related duties.
5. Serve as a role model in how to conduct oneself as a citizen and as a responsible, intelligent human being.
6. Professional conduct & dress
7. Adhere to and enforce all board policies.
8. Perform other tasks as assigned by the immediate supervisor.
9. The employee shall remain free from any alcohol or abuse of a non-prescribed controlled substance in the workplace throughout his/her employment in the District.

Working Conditions:

1. Occasional exposure to blood, bodily fluids, and tissue.
2. Occasional operation of a vehicle under inclement weather conditions.
3. Occasional interaction among unruly children.