

BOARD OF EDUCATION – DELAWARE CITY SCHOOLS
Job Description

Date: July 20, 2012

Title: **ADMINISTRATIVE ASSISTANT – Elementary, Intermediate, Middle and High School**

Reports To: Principal, Assistant Principal

Employment Status: Full Time

FLSA STATUS: Non-Exempt

Qualifications:

- * High school diploma or equivalent
- * Demonstrate a high degree of proficiency in advanced office procedures, equipment, and computer skills
- * Ability to handle simultaneous assignments, work independently, exercise good judgment and be detail oriented.
- * Maintain confidentiality at all times
- * Have excellent interpersonal skills and the ability to establish and maintain cooperative working relationships
- * Must be sensitive to diversity within the community
- * Ability to communicate ideas and directives clearly and effectively both orally and in writing
- * Good health, physical stamina, fitness and vitality

General Description: Assist building administrator in the efficient operation of the school.

Essential Functions:

1. Prepare and compile correspondence, web page updates, newsletters, reports, spreadsheets, or any documents needed by using the computer and district computer programs.
2. Assist with attendance procedures for staff by tracking absences and assisting with obtaining substitute teachers as needed. Process absent reports and timesheets for the payroll department.
3. Assist with student attendance per Board policy.
4. Answer and direct incoming telephone calls and provide assistance to parents, staff and the community.
5. Receive and distribute interoffice, US, and electronic mail.
6. Inventory, order, check-in and distribute supplies and materials to staff.
7. Assist with compilation and updating of building cost centers.
8. Serve as a clerk for all fees, fines and student activity accounts. Sell workbooks and other items at the direction of the principal and follow Board approved financial procedures.
9. Make bank deposits daily.
10. Maintain an up-to-date building calendar of events and maintain the facility rental program online and paper applications for outside groups using the building facilities.
11. Dispense student medication per Board policy using the School Nurse as an advisor as needed.
12. Arrange and record appointments for principal/assistant principal, schedule events and interviews as needed.
13. Maintain student files on the computer and hard copy as directed by the principal.
14. Arrange for photographing of students for inclusion in database.
15. Clean out files of students withdrawing and send files to Student Service Office.
16. Provide clerical support to intervention specialists as requested.
17. Attend all staff meetings as requested.

ADMINISTRATIVE ASSISTANT – Elementary, Intermediate, Middle and High School - Pg. 2

- 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. Adhere to and enforce all board policies.
 7. Perform other tasks as assigned by the immediate supervisor.
 8. 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.