

## POSITION DESCRIPTION

- Position:** **Administrative Assistant - Elementary School**
- Purpose:** To provide students, staff, and community with knowledgeable and professional administrative service in one assigned building, thereby helping to create and ensure a positive learning and working environment and efficient building management.
- Primary Customers:** **Internal:** Principal, site staff  
**External:** Students, parents, vendors/suppliers, community
- Position Qualifications:** **Education/Certification:** High School graduate or equivalent, 2 years post-secondary Administrative Assistance training (or equivalent) and computer training.  
**Experience:** Three years experience in a related field, preferably in an educational setting assisting an administrator.  
**Qualifications:** Knowledge of office management, supervisory training, and district policies and procedures. Proficient in Microsoft Office, tactful and courteous communication, ability to set work priorities, organize work, and give direction, possess flexibility and patience and handle multiple tasks and deadlines.

All positions are designed to support the **MISSION** of the Eden Prairie School District:  
**Inspiring Each Student Every Day.**

### Essential Responsibilities:

(Note: Representative tasks included under each responsibility may vary from site to site.)

**1. Coordinate office procedures.** Supervise organization and maintenance of office records, student files, and class lists. Collect, compile, verify, and sign time cards. Disseminate paychecks. Clarify contracts and district policies for staff, assist in management and maintenance of budget, and purchase supplies and equipment. Complete and submit required state reports. Compose and type memos, newsletter, mailings, staff bulletin, and produce Information Handbook for all staff. Maintain petty cash fund and complete annual NCA report.

**Result:** The school office work is done in an accurate, timely, responsible, and confidential manner. Work is consistent with district policies and procedures. Customer relationships and key processes are continuously improving.

**2. Provide administrative support to principal/administrative team or director.**

Keep administrative files, maintain calendar, meetings, and appointments. Type, format and/or compose letters, memos, agendas, minutes, etc. Provide information on events. Serve as liaison between principal/administrator and site or district staff, students, parents, vendors, and community. Sort and prioritize mail and convey messages. Coordinate interview processes.

**Result:** Principal/administrator and those with whom they need to communicate with are kept informed of meetings, issues and events.

**3. Establish positive community relations.** Greet and provide information to parents, students, staff, and community. Correspond and expedite requests with CRP, PROP, and other community groups. Respond to phone requests, provide tours and information to new and prospective families. Notify district public relations person of school events. Coordinate events such as orientation, registration, open house, conferences, back to school, or graduation.

**Result:** Data regarding all school and district partnerships are positive and improving.

**4. Work closely with PTO.** Work on all PTO events such as Carnival, art masterpiece, Bravo, and EP Loves Its Kids. Process all PTO requisitions, claim forms and petty cash. Assist PTO treasurer with monthly treasurer's report, work closely with, advise, and be the school contact person for the PTO.

**Result:** The school's parent organization and activities are supported by the school staff.

**5. Provide support to site staff.** Expedite reserve teacher forms and obtain substitute teachers. Provide all district forms such as claim, mileage, transportation requests, human resources forms, and insurance forms. Order supplies such as grade books. Provide information on staff events and happenings, relay messages, compile staff lists, and maintain reserve teacher folder. Schedule observations and evaluations.

**Result:** All staff are well informed about school policies and procedures.

**6. Coordinate training and supervision for staff.** Schedule training with appropriate trainers, such as Right to Know, Harassment, Data Privacy, EAP, Managed Care, phones, and voice mail. Represent building and participate in training for clerical positions. Assign duties to receptionist, clerical assistant, and other office support staff. Work with network managers to support building technology. Maintain communication with TIES. Participate in the hiring, developing, and coordinating of office support staff.

**Result:** A well-trained office staff offers efficient and appropriate support to the learning partnership.

**7. Other Duties as assigned by supervisor(s).** Examples include participating in parent survey compilation and assembling all information for attendance audit.

**Standard Measures of Accomplishment:**

1. The school office is managed in an efficient and cost effective manner.
2. Student, parent, and community needs for school information are met in a accurate and timely manner.
3. The principal is well supported with accurate and timely information.
4. Community and parent needs are met via PTO and in school activities.
5. The staff is well trained to utilize district resources to serve students.
6. All customers are treated respectfully.

This job description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform any other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

**Terms of Employment**

Classification Number:	CLASS 5B
Hours/Week:	40*
Days/Year:	235*

\*Hours and days of service are established by the school district and are subject to change according to district need.

Working conditions are determined by written contract between the Eden Prairie School Employees Association and the Eden Prairie School District.

**Evaluation**

A continuous performance improvement process will be developed with the supervisor, the building principal.