



SCHOOL ADMINISTRATIVE ASSISTANT 1

The Frederick County Public School (FCPS) District's mission is to inspire, innovate & motivate. FCPS serves more than 46,000 students and 280,000 residents in twelve municipalities spread across 667 square miles. FCPS provides a diverse and inclusive learning environment, where excellence in college and career preparedness are paramount. The commitment to our community is to provide exceptional education and equity for "every child, every day".

POSITION OVERVIEW

This position serves as a key point of contact in the school's front office and interacts regularly with students, families, staff, and community members. The role provides essential clerical and administrative support, including customer service, data entry, maintaining various filing systems, scheduling, and preparing materials. In addition, the position participates in ongoing job-specific training to ensure compliance with established standards and practices. In many schools, this position may also encompass responsibilities related to managing student records, documentation, and enrollment.

ESSENTIAL FUNCTIONS

General Administrative work:

- Provide customer service by greeting and assisting staff, families, students, and other stakeholders in person, by phone, and through email.
- Manage visitor access in compliance with school security policies.
- Collect, sort, and distribute incoming and outgoing mail.
- Prepare, type, and format routine documents.
- Develop, copy, and distribute flyers, handouts, and other school-related materials.
- Disseminate school-wide communications through designated platforms (e.g., School Messenger).
- Duties that may or may not be included depending on the structure of the school site: recording student attendance daily, preparing materials for substitutes, assisting with school/student events and activities (planning, logistics, set-up/take-down), assisting with lunch coverage, supporting or facilitating the volunteer process, coordinating the scheduling of meetings, supporting requests for school facility use, working with counselors to schedule 504 and IEP meetings, assisting the counseling office with preparing materials as needed, and aiding with sorting and distributing report cards or graduation materials.

Enrollment/Data Entry/File Maintenance:

- Support the student enrollment process at a school, including entry of new students and transition of records upon withdrawal.
- Enter and update regular and routine data/records via spreadsheets, student systems, and FCPS platforms. Maintain and update paper filing systems.
- Typical areas include updating student records, reviewing and entering daily student attendance as well as attendance reports, monitoring/updating late arrivals and early dismissals, preparing/maintaining field trip requests and records, maintaining school staff contact



lists/emergency processes, and reviewing and assigning staffing/substitute coverage for classes.

- Archive files and ensure accurate record keeping following established guidelines.

Inventory:

- Maintain front office equipment and coordinate repairs with service providers.
- Manage office inventory by organizing, recording, and cataloging items to ensure accuracy and accountability.
- Review and resolve inventory discrepancies or related issues.

Fiscal:

- Provide back-up support with financial functions on a limited and as needed basis.
- Process routine payment forms, collect monies, and ensure proper coding.
- Assist with school fundraisers as needed.

Health and Crisis Response Support:

- Participate as a member of the Crisis Team and School Emergency Management Team.
- Provide support for Health Room coverage as needed.
- Supervise students in the Front Office on a limited basis.
- Perform other duties as assigned.

The above list is a summary of the essential functions of the job, not an exhaustive comprehensive list of all possible job responsibilities, tasks, and duties.

REQUIRED QUALIFICATIONS

Education/Training/Experience:

- High school diploma or equivalent.
- 6 months of administrative or clerical (office) experience (Substitution: 1 year of post-secondary education).

Certification/License:

- None

PREFERRED QUALIFICATIONS

Education/Training/Experience:

- Associate degree

Certification/License:

- None

KNOWLEDGE, SKILLS & ABILITIES

The following knowledge, skills, and abilities detailed below will make a candidate successful in this position.

- Demonstrated ability to foster a welcoming, inclusive, and respectful office environment that affirms diverse cultures, identities, and experiences.



- Strong oral and written communication skills, with the ability to interact effectively and professionally with students, staff, families, and community members.
- Ability to multitask and remain flexible, calm, and courteous in a fast-paced office setting while exercising sound judgment in problem-solving.
- Proficiency in office technology and software, including word processing, databases, spreadsheets, email, and essential FCPS systems (e.g., SIS, PeopleSoft, Microsoft).
- Reliability and punctuality, with a demonstrated commitment to maintaining confidentiality.
- Ability to understand and follow FCPS policies, regulations, and Standard Operating Procedures (SOPs).

PHYSICAL REQUIREMENTS & WORK ENVIRONMENT

- The physical requirements of this position include: sitting, walking, bending/twisting, squatting/kneeling, reaching above/below shoulder, repetitive motion of the hands/fingers (e.g., keyboarding, turning pages), fine manipulation with fingers, pinching with fingers, grasping with hand, gripping, lifting or pulling up to 25 pounds, seeing close work (e.g., typed print), distinguishing colors, hearing conversations or sounds, hearing via radio or telephone, communicating through speech, and communicating by writing/reading.
- The work environment may include exposure to aggressive/angry people in the work environment.
- Capable of performing the essential functions of the position with or without accommodation.

Position Data:

FLSA Status: Non-exempt	Employee Unit: FASSE	Grade: S06
Department: SASA	Division: ACTS	Work Calendar: 190/7 or 244/7

FREDERICK COUNTY PUBLIC SCHOOLS IS AN EQUAL OPPORTUNITY EMPLOYER

THIS JOB DESCRIPTION HAS BEEN WRITTEN TO INDICATE THE GENERAL NATURE AND LEVEL OF WORK PERFORMED BY AN EMPLOYEE HOLDING THIS POSITION. IT IS NOT WRITTEN TO INCLUDE OR BE INTERPRETED TO INCLUDE A COMPREHENSIVE INVENTORY OF ALL DUTIES, RESPONSIBILITIES, AND QUALIFICATIONS REQUIRED OF THE EMPLOYEE. NOTHING IN THIS DESCRIPTION RESTRICTS MANAGEMENT'S RIGHT TO ASSIGN OR REASSIGN DUTIES AND RESPONSIBILITIES OR ADD REQUIRED QUALIFICATIONS AT ANY TIME.