



JOB DESCRIPTION

JOB TITLE

Administrative Assistant - Vista Principal

CONTRACT REFERENCE

Clerical Master Agreement (SEIU) B23

Salary Range

TITLE OF IMMEDIATE SUPERVISOR

Vista Principal

VERSION DATE

September 2025

Job Summary

The Administrative Assistant to the Vista Principal provides administrative and clerical support to the school principal and staff, helping ensure the efficient operation of the school office. This position is responsible for coordinating office communications, maintaining records, preparing reports and correspondence, supporting staff coverage, and assisting with school-wide communications and events. Serving as the first point of contact for students, families, staff, and community members, the Administrative Assistant helps create a welcoming and professional office environment. The role requires strong organizational skills, attention to detail, and the ability to work effectively in a busy school setting.

Essential Job Functions

- Provide administrative and clerical support to the principal, including correspondence, scheduling, communication, and coordination of daily office operations.
- Support staff and student record management, including attendance, enrollment, transcripts, and contact information; prepare reports and maintain accurate files.
- Complete job requisitions, prepare interview materials, onboard new staff, track time and leaves, and coordinate substitute coverage and approval of timesheets.
- Serve as the building's workers' compensation representative, assisting staff with claims, tracking absences, and maintaining related documentation.
- Maintain a database of volunteers, process applications, approvals, and background checks in collaboration with Human Resources.
- Assist with budget and purchasing processes, including ordering supplies, maintaining financial records, preparing requisitions and purchase orders, reconciling invoices, and tracking expenditures.
- Support communication and event coordination, including newsletters, bulletins, staff notices, parent correspondence, and logistics for meetings, conferences, and school events.
- Coordinate school scheduling and operations, including building calendars, field trips, room reservations, door access, and arrival/dismissal communication with families and transportation.

- Provide administrative support for academic processes, including grading, report cards, and course enrollment.
 - Assist with graduation and other major school events, coordinating materials, orders, and logistics.
 - Maintain inventory and supplies to support office and school operations.
 - Serve as a point of contact for staff, students, families, and visitors, responding to inquiries and directing communication appropriately.
 - Provide health assistance as needed by administering first aid to injured students and monitoring and maintaining health supplies.
 - Administers and documents medications and/or treatments as delegated by the Licensed School Nurse.
 - Provide health assistance support to the high school as needed.
 - Record daily breakfast and lunch meal counts.
 - Maintain kitchen area according to health regulations.
 - Collaborate with nutrition staff at high school regarding student food preferences and supplies needed.
 - Perform other duties as assigned.
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Minimum Qualifications

- High School diploma or equivalent.
 - Proficiency in word processing, databases, and spreadsheets.
 - Familiarity with standard office equipment (copiers, scanners, fax machines, etc.).
 - Accurate typing and data entry skills; ability to learn and adapt to new software systems.
 - Commitment to culturally responsive practices and ability to work effectively with individuals from diverse cultural and linguistic backgrounds.
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Skills

- Strong organizational skills with attention to detail.
 - Willingness to learn new skills and expand professional knowledge.
 - Effective written and verbal communication skills.
 - Positive customer service skills, with the ability to work effectively with students, staff, families, and community members.
 - Demonstrated patience, flexibility, and professionalism in a fast-paced school environment.
 - Ability to follow directions from supervisors and work both independently and collaboratively.
 - Ability to maintain confidentiality in all matters.
 - Strong interpersonal skills, with a focus on clear communication and collaboration.
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Preferred Qualifications

- Bilingual abilities (especially in Spanish, Somali or Hmong) are a plus.
- Experience in Infinite Campus or similar student information system (SIS).

- Previous experience as a school administrative assistant or in a school office setting.
- Working knowledge of MN K-12 school system.

260/261 duty days

SEIU - Fridley Clerical Master Agreement