

School Administrative Unit #19 Job Description

TITLE: Administrative Assistant

REPORTS TO: Building Principal

EVALUATION: Annually

GENERAL SUMMARY:

The Administrative Assistant is responsible for responding to queries from students, parents, vendors, the public, and other organizations. Serves as a liaison between the school, staff, students and public, representing the school system to the community in a positive, professional way, while maintaining a sincere, friendly attitude toward visitors, patrons, faculty and staff.

QUALIFICATIONS (SKILLS/EXPERIENCE/TRAINING REQUIRED):

- High School Diploma or equivalent
- Secretarial experience preferred
- Must be proficient in the use of Microsoft office programs, as well as have the ability to navigate and perform tasks within school databases (examples include financial system for budgeting, NHSES and PowerSchool for student data management, visitor management system, etc.)
- Ability to use and communicate through telephone and intercom system, fax machine, walkie talkies and other office communication tools
- Ability to operate office postage meter, printers and copiers and troubleshoot issues
- Must have strong organizational skills and the ability to multi-task
- Must be flexible and able to adapt to constantly changing priorities
- Familiarity with special education laws and rules for education of children with disabilities
- Ability to work in a fast paced environment
- Ability to maintain confidentiality and follow all laws and regulations around confidential data

ESSENTIAL JOB FUNCTIONS:

- While following the school safety plan, provide customer service to students, teachers, staff, parents, and visitors
- Performs routine clerical duties including but not limited to answering telephone; maintenance of student records; greeting visitors; record retention; preparation of correspondence, reports and statistical information, and scheduling facility usage.
- Creates and maintains accurate data and reports including but not limited to student attendance, statistical information, and enrollment and withdrawals, in a confidential environment.
- Manage and coordinate conference room schedules
- Provide support and back-up for other Administrative Assistant positions
- Audit and reconcile staff absences. Provide support for substitute communications and assignments
- Complete the student registration process.
- Process building payroll attendance coordinating with the multiple systems (TCP, Aesop and eFinance) to ensure the SAU office has accurate data to process payment for all staff members
- Support the maintenance of the student registration database with demographics, registration information, behavior slips, etc.

- Record absences for students and other attendance related tracking. Coordinate dismissals for students following all applicable rules and regulations
- Draft and distribute the daily bulletin
- Create, distribute, receive and process student registration packets
- Provide support for incoming funds that need to be deposited, make bank deposits
- Manage and process internal and external mail
- Coordinate visitors to the building including sign in to the visitor management system, making contact with the recipient of the visitor and ensuring visitor signs out upon exiting building
- Maintain enrollment statistics
- Provide support to staff who need copying and distribution of paperwork
- Provide general office reporting on birthday lists, etc.
- Process working papers for students
- Maintains appropriate level of confidentiality regarding the records and operations of the office, school and district.

Special Education Support:

- Support the special education process to distribute paperwork, maintain calendar, schedule meetings, track due dates, maintain meeting minutes, maintain file for all signature requests and newly coded student paperwork and manage student files
- Complete the student registration process for students with an IEP
- Process paperwork for Special Education meetings
- Prepare beginning of year packets and ensure all staff assigned to a student have the IEP
- Coordinate mailing of IEP's, quarterly preparation of graded IEP's, letters for signatures
- Provide daily support to case managers, paraprofessionals and related service staff
- Maintain databases that support identified students, student placement, re-evaluation, referral, transfers, ESY, transportation, and Medicaid
- Track data related to paraprofessionals including support grid, assignments and schedules, lunch supervision and lunch detentions
- Coordinate substitutes and assignment changes to cover for absent staff with the Special Education Facilitator
- Support the coordination of information needed for Medicaid billing
- Coordinate ESY staffing with the Special Education Facilitator including the paperwork for each student attending, staffing paperwork, transportation and staff assignments
- Manage inventory of Special Education supplies, staff equipment, testing material
- Assist the Special Education Facilitator with the budget process, process P.O's and monitor and track spending throughout the year
- Coordinate with the SAU regarding database issues for state level reporting
- Coordinate testing of students
- Assist with coordinating court issued meetings
- Coordinate incoming and outgoing transition meetings
- Prepare files for incoming and outgoing students

OTHER DUTIES AND RESPONSIBILITIES:

- Performs other related duties as required.

PHYSICAL ACTIVITY REQUIREMENTS

Lift up to 10 lb.

N R O F C

Twisting

N R O F C

Lift 11 to 25 lb.	N	R	O	F	C
Lift 26 to 50 lb.	N	R	O	F	C
Lift over 50 lb.	N	R	O	F	C

Carry up to 10 lb.	N	R	O	F	C
Carry 11 to 25 lb.	N	R	O	F	C
Carry 26 to 50 lb.	N	R	O	F	C
Carry over 50 lb.	N	R	O	F	C

Bending	N	R	O	F	C
Crawling	N	R	O	F	C
Squatting	N	R	O	F	C
Kneeling	N	R	O	F	C
Crouching	N	R	O	F	C
Climbing	N	R	O	F	C
Balancing	N	R	O	F	C

Work Surface(s)

Reach above shoulder height	N	R	O	F	C
Reach at shoulder height	N	R	O	F	C
Reach below shoulder height	N	R	O	F	C
Push/Pull	N	R	O	F	C

KEY N = not required R = rarely O = occasionally F = frequently C = constantly

Hand Manipulation

Grasping	N	R	O	F	C
Handling	N	R	O	F	C
Torquing	N	R	O	F	C
Fingering	N	R	O	F	C

Controls and Equipment:

(list tools and/or equipment required to be used in this position)

During an 8 hour day, employee is required to:

	<u>Consecutive Hours</u>	<u>Total Hours</u>
Sit	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Stand	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8
Walk	1 2 3 4 5 6 7 8	1 2 3 4 5 6 7 8

Cognitive And Sensory Requirements:

Talking: (describe necessity of each of these cognitive & sensory items)

Hearing:

Sight:

Tasting & Smelling:

Specific Vocational Preparation Requirement(s):

- ☐ 1. Short demonstration only.
- ☐ 2. Any beyond short demonstration up to and including 30 days.
- ☐ 3. 30-90 days.
- ☐ 4. 91-180 days.
- ☐ 5. 181 days to 1 year.

- ☐ 6. 1 to 2 years.
- ☐ 7. 2 to 4 years.
- ☐ 8. 4-10 years.
- ☐ 9. Over 10 years.

Summary Of Occupational Exposures:

(list any materials position may be using, any exposure to the elements, any exposure to bodily fluids, noise, etc.)

Other Items to consider

Environment: Inside: % Outside: %
Work Surfaces:

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

***External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.**