

HAMPTON TOWNSHIP EDUCATION SUPPORT PROFESSIONALS PERSONNEL POSTING



Position: Class VI Administrative Assistant to the Elementary Principal
Building: Poff Elementary School

Requirements/Qualifications

High School diploma required, Associates Degree preferred. Proficiency in Google Workspace and Microsoft Office applications. Minimum of five-years of experience in an administrative assistant/secretary position preferred. The Administrative Assistant provides support to the professional staff and building principal, and serves as the liaison with parents, the public, and the administration in a positive and productive manner. The Administrative Assistant organizes information and data to be disseminated throughout the building and the District, manages electronic databases, and serves as an integral part of assisting with overall communication from this office.

Essential Duties and Responsibilities

1. Acts as a liaison between immediate supervisor and others
2. Establishes and promotes a professional and welcoming office environment
3. Oversees the general functions of the office and coordinates secretarial priorities and tasks
4. Effectively operates the security system, which limits access to the building and greets people who enter the office in a professional, welcoming manner
5. Directs calls and messages; resolves callers' inquiries when appropriate
6. Under the direction of the principal, develops and disseminates confidential communiqués to staff and parents
7. Schedules events, appointments, visitors, conferences and interviews
8. Prepares building budget and generates purchase orders, organizes and distributes inventory
9. Prepares and organizes information to be posted to the web, and maintains aspects of the building web page
10. Maintains an organized, accessible filing system, including student permanent records, registration, discipline, etc.
11. Obtains, gathers, and organizes pertinent data for projects and state reporting
12. Manages test data, schedules, and other organizational tasks as necessary
13. Maintains calendars, building usage schedule, lesson plans, and other organizational items specified by principal
14. Processes and disseminates correspondence and, under direction of principal, assists with overall building communication
15. Duties appropriate to the position may be added by the Superintendent or designee

SALARY & BENEFITS: In accordance with the terms of current negotiated agreement between the Hampton Educational Support Personnel Association and the Hampton Township School District.

APPLICATION PROCESS: Please note, all *current* Contract employees must complete or update an application through the District website's "AppliTrack" program. It is not necessary to provide requisite documents that are already on-file in the District office.

All external candidates ***must*** complete an application through the District website's "AppliTrack" program. No paper applications will be accepted.

SPECIAL CONDITIONS: If the successful applicant for this position is not currently employed by the Hampton Township School District, it will be necessary to secure requisite clearances in compliance with the mandatory background checks, including the following: Act 34 - Pennsylvania Criminal History Record Check as amended by Act 24 of 2011, Act 151 - Pennsylvania Child Abuse History Record Check, Act 114 - Federal Criminal History Record Check (fingerprint check), Mandated Reporter Training (Act 126), and, the Act 168 Disclosure Release (Pre-employment Sexual Abuse/Misconduct Disclosure).

CLOSING DATE: Open until filled; however, applications received by May 26, 2026, are guaranteed a review.