

Job Title: Administrative Asst., Elem, MS Principal

Wage/Hour Status: Nonexempt

Reports to: Campus Principal

Pay Grade: CP - 5

Dept. /School: Assigned Campus

Date Revised: September 2025

Primary Purpose:

Ensure efficient operation of campus administrative office and provide clerical services for school's administrative staff.

Qualifications:

Education/Certification:

High school diploma or GED

Special Knowledge/Skills:

Proficient word processing and file maintenance skills

Effective organizational, communication, and interpersonal skills

Ability to use software to develop spreadsheets, databases, and do word processing

Knowledge of basic accounting principles

Ability to follow verbal and written instructions

Ability to perform a variety of tasks often changing assignment on short notice

Ability to maintain accurate and auditable records

Experience:

One to three years of clerical experience, preferably in a public education environment

Major Responsibilities and Duties:

Records, Reports, and Correspondence

1. Prepare campus correspondence, forms, schedules, purchase orders and payment authorizations following district standards and requirements.
2. Prepare instructional materials, meeting agendas, honor rolls, graduation lists, and campus communication as requested, using computer.
3. Maintain a daily teacher attendance log and records for substitute teachers.
4. Monitor and process personnel time records including leave requests and reports. Compile information and submit to central office according to established deadlines.
5. Maintain school calendar of events and ensure update of campus website if needed.

Reception and Phones

6. Schedule meetings and appointments and maintain calendar for principal.

7. Assist students, teachers, and parents as needed.
8. Receive incoming calls, take reliable messages, and route to appropriate staff.

Files

9. Maintain physical and computerized files including mailing lists, student records, visitor logs, and office communication.
10. Update handbooks, policy manuals, and other documents as assigned.

Accounting and Inventory

11. Perform routine bookkeeping tasks including simple arithmetic operations to maintain campus budget records.
12. Prepare and process purchase orders.
13. Receive, store, and issue supplies and equipment.
14. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity checkbook(s) and ledger(s).
15. Assist with coordination of faculty meetings and campus activities.
16. Assist with campus budget preparation.
17. Maintain inventory of fixed assets, equipment, and supplies.

Other

18. Sort, distribute, or deliver mail and other documents.
19. Maintain confidentiality.
20. Follow established safety procedures and techniques.
21. Report promptly to the principal any accident or illness of staff or students.
22. Other duties as assigned by administration.
23. Promote, participate, and facilitate in a teamwork center manner.

Supervisory Responsibilities:

Monitor the work of campus administrative assistants and clerical aides.

Equipment Used:

Personal computer, printer, copier, fax machine, and calculator.

Working Conditions:

Mental Demands/Physical Demands/Environmental Factors:

Maintain emotional control under stress; work with frequent interruptions. Repetitive hand motions; prolonged use of computer.

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee: _____ Date _____

Supervisor: _____ Date _____