

SCHOOL DISTRICT OF INDIAN RIVER COUNTY

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL, ELEMENTARY SCHOOL

JOB DESCRIPTION

QUALIFICATIONS:

- (1) High school diploma or equivalent.
- (2) Postsecondary training or college credit preferred.
- (3) Four (4) years successful secretarial/clerical or paraprofessional experience.
- (4) Competency in language and mathematics, as measured on a screening test, with a minimum score of 80%.
- (5) Satisfactory criminal background check and drug screening.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of computer software, office equipment, office practices and procedures. Knowledge of School Board policies that relate to job functions. Knowledge of district accounting, human resources and payroll practices. Ability to use business math and basic bookkeeping applications effectively. Ability to communicate orally and in writing. Ability to schedule time, establish priorities and work efficiently. Ability to compose correspondence and prepare reports in an articulate manner. Ability to compose letters, memoranda and other documents. Ability to promote a harmonious atmosphere and smooth flow of business. Skill in handling constituents' problems, concerns and emotional distress with sensitivity and tact. Ability to answer the telephone in a professional and courteous manner. Ability to handle sensitive information with confidentiality. Knowledge and understanding of all clerical positions within the office. Ability to manage the school office. Ability to take initiative to begin projects without supervision.

REPORTS TO:

Principal

JOB GOAL

To assist the principal with the administrative operations of the school.

SUPERVISES:

N/A

PERFORMANCE RESPONSIBILITIES:

Service Delivery

- * (1) Perform clerical duties required by activities and functions of the workplace including preparing and sending correspondence; receiving and routing incoming/outgoing mail and courier deliveries; setting up and maintaining files; handling personnel records and requests; preparing, processing and submitting required applications, reports, forms, grants, records, minutes, guides, manuals and other assigned projects.
- * (2) Greet visitors and direct them to the appropriate area.
- * (3) Prepare materials for dissemination to school, district staff, parents and community.

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL, ELEMENTARY SCHOOL (Continued)

- * (4) Oversee operation and maintenance of office equipment and report malfunctions for necessary repairs.
- * (5) Maintain and/or process all files in an alphabetical or chronological system.
- * (6) Maintain worksite personnel records concerning employment, sick leave, annual leave, certification, travel and other related areas.
- * (7) Arrange for non-instructional substitutes.
- * (8) Obtain, assemble and organize pertinent data into usable form for local, state and federal audits.
- * (9) Perform financial duties required by the activities and functions of the workplace, including maintenance of all financial transactions, initiating requisitions, assisting in preparation and maintenance of budget, processing time sheets for payroll, travel vouchers and other assigned projects.
- * (10) Maintain supply inventory for staff.
- * (11) Maintain internal accounts and ensure compliance by all organizations.
- * (12) Maintain petty cash account(s).
- * (13) Maintain the administrator(s) calendar.
- * (14) Maintain the school activity calendar.
- * (15) Make arrangements for meetings and conferences.
- * (16) Make travel arrangements and handle paperwork.
- * (17) Provide miscellaneous clerical services for various organizations and committees at the school.
- * (18) Perform additional duties specific to the school.
- * (19) Demonstrate initiative in the performance of assigned responsibilities.

Employee Qualities/Responsibilities

- * (20) Meet and deal effectively with the general public, staff members, parents, administrators and other contact persons using tact and good judgment.
- * (21) Follow attendance, punctuality and other qualities of an appropriate work ethic.
- * (22) Ensure adherence to good safety standards.
- * (23) Maintain confidentiality regarding school/workplace matters.
- * (24) Model and maintain high ethical standards.
- * (25) Maintain expertise in assigned areas to fulfill project goals and objectives.
- * (26) Participate successfully in the training programs offered to increase skill and proficiency related to assignment.

Inter/Intra-Agency Communication and Delivery

- * (27) Sort and distribute U.S. and courier mail.
- * (28) Handle workers' compensation claims at the school level.
- * (29) Answer telephone in a courteous and professional manner.
- * (30) Assist public by answering routine questions, scheduling appointments and completing forms.
- * (31) Exercise service orientation when working with others.
- * (32) Keep supervisor informed of potential problems or unusual events.
- * (33) Use effective, positive interpersonal communication skills.
- * (34) Respond to inquiries and concerns in a timely manner.
- * (35) Serve on school/district committees as required or appropriate.

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL, ELEMENTARY SCHOOL (Continued)**System Support**

- *(36) Provide typing, filing, duplicating, inventory, record keeping and other general clerical duties for other personnel as directed by supervisor or required by School Board policy.
- *(37) Perform data entry as necessary.
- *(38) Exhibit interpersonal skills to work as an effective team member.
- *(39) Follow federal and state laws as well as School Board policies, rules and regulations.
- *(40) Demonstrate support for the school district and its goals and priorities.
- *(41) Demonstrate initiative in identifying potential problems or opportunities for improvement.
- *(42) Prepare or assist in the preparation of all required reports and maintain all appropriate records.
- *(43) Participate in cross-training activities as required.
Perform other tasks consistent with the goals and objectives of this position.

*Essential Performance Responsibilities

PHYSICAL REQUIREMENTS:

Job Description Supplement 04 Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

TERMS OF EMPLOYMENT:

Confidential/Managerial	Pay Grade D	250 days worked per year (12 months)
FLSA Non-Exempt		

EVALUATION:

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.