



Jacksonville School District 117

Job Description

Position Title:	High School Principal's Administrative Assistant
Reports to:	High School Principal
Function:	Manage a customer-friendly, well-organized, and efficient school office.
Salary & Benefits:	Minimum hourly wage is \$13.00 per hour Benefits include health, life, and vision insurance; Illinois Municipal Retirement Fund (IMRF) contribution; paid sick time (i.e., 11 days), personal time (i.e., 3 days), and holidays (i.e., 11 days).
Type of Employment:	Full-time, permanent
Terms of Employment:	Hours per day: 8 hours (hours determined by supervisor) with ½ hour non-paid lunch 12-month employment
Terms of Evaluation:	Performance of this job will be evaluated in accordance with the provisions of the Board of Education's policy on evaluation
FLSA Status:	Non-Exempt

Required Qualifications: The individual employed for this position must possess and maintain the following qualifications:

Education, Experience, & Licensure Requirements

- High school graduate.
- Previous clerical experience preferred.

Knowledge & Skills

- Be proficient in using Microsoft Office Suite software.
- Have strong work ethics.
- Be well-organized, self-directed, accurate, and timely.
- Work well with students, parents, and colleagues.
- Take and give direction, as appropriate.
- Be professional, reliable, and detail-oriented.
- Possess strong problem-solving skills.

- Have strong knowledge of basic office accounting.
- Be able to conduct research and apply solutions.
- Be able to analyze data.
- Be able to multi-task.
- Demonstrate effective verbal and written communication.
- Work both independently and as part of a team in a fast-paced and high-volume environment with emphasis on professionalism, accuracy, and timeliness.
- Maintain confidentiality.

Duties & Essential Job Functions:

The essential job responsibilities for the position of High School Principal's Administrative Assistant are listed below.

- Serve as secretary to the principal and other building administrators. Duties include, but are not limited to, writing and preparing correspondence, preparing mailings, copying, organizing, ordering, scheduling appointments, filing school documents, directing telephone messages, and performing other related clerical support activities.
- Coordinate student registration activities, including the collection, posting, and deposit of fees.
- Collect registration fees throughout the year with reminders sent out in the form of a letter to each family that still owes.
- Coordinate annual graduation activities, including but not limited to, preparing the program and diplomas.
- Coordinate the Senior Awards Night program and prepare the certificates.
- Maintain Activity Fund records and reconcile monthly with District Business Office. This includes collecting, recording, and depositing all money and paying bills.
- Collect class/course fees and club and organizational fees such as National Honor Society, National English Honor Society, and FFA dues, record the data, and make deposits.
- Assist in preparation of the faculty handbook.
- Maintain the Principal's calendar and schedule.
- Administer refunds throughout the year for book fees, driver's education, yearbooks, parking, etc.
- Collect, record, and deposit money for fundraisers, class trips, field trips, and testing fees.
- Keep an accurate accounting of lost books, collect, and then refund if needed.

•	Assist in preparation for the GAPP visit creating the schedule booklet and calendar of events and activities.
•	Maintain secure key inventory.
•	Distribute, log, and activate key fobs for the security door.
•	Maintain the Principal's annual calendar and daily schedule of appointments.
•	Follow all state and federal laws, district practices, school board policies, and collective bargaining agreements.
•	Develop and use district forms and maintain accurate records as required.
•	Maintain a professional, efficient, neat, and friendly school office.
•	Maintain confidentiality of student and staff records.
•	Answer the phone, assist the public, and direct messages.
•	Coordinate inter-office efforts and assist with projects from other district departments when needed.
•	Assist with other projects as needed and as assigned by the principal.
•	Meet the individual needs of students and families. Treat them with dignity and respect.
•	Provide accurate information to the general public, parents, students, and staff regarding school services and related programs.
•	Maintain office equipment, including the phone system (voicemail) and copy machines.
•	Provide support and take care of the copy machine.
•	Monitor security entrances.
•	Coordinate, train, and supervise student office workers, as applicable.
•	Attend staff meetings and record minutes as needed.
•	Work as an effective team member.
•	Perform other duties as assigned by the Principal.

Physical Requirements:

While performing job, employee is required to: (F = Frequently, O = Occasionally, S = Seldom)

Climb	S	Kneel	O	Lift/Carry > 50 lbs.	S	Push/Pull > 50	S	Talk	F
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Ladders						lbs.			
Climb Stairs	O	Lift/Carry under 10 lbs.	F	Push/Pull under 10 lbs.	O	See	F	Twist	F
Crawl	S	Lift/Carry 10-25 lbs.	O	Push/Pull 10-25 lbs.	O	Squat	F	Walk	F
Hear	F	Lift/Carry 25-50 lbs.	S	Push/Pull 25-50 lbs.	S	Stoop/Bend	F		

Calendar/Work Schedule and Compensation:

Annual Calendar: 12 Month Calendar

Compensation: ☐ Paid per the Contractual Agreement with the JEA (salaried)
☐ Paid per the Contractual Agreement with the JISPA (hourly)
☐ Paid per the Contractual Agreement with the DUSA (hourly)
☐ Paid per the Contractual Agreement with the Bus Drivers (hourly)
☐ Paid per the Contractual Agreement with the Custodians/Maintenance (hourly)
☒ Regionally-competitive salary (not paid per a collectively-bargained contractual agreement)

Classification:

☐ Administrative
☐ Supervisory
☒ Confidential (non-certified, not covered under a Contractual Agreement)
☐ Certified (covered under the Contractual Agreement with JEA)
☐ Non-Certified (covered under the Contractual Agreement with JISPA)
☐ Non-Certified (covered under the Contractual Agreement with DUSA)
☐ Non-Certified (covered under the Contractual Agreement with Bus Drivers)
☐ Non-Certified (covered under the Contractual Agreement with Custodians/Maintenance)

FLSA Status:

☒ Non-Exempt from overtime under the Fair Labor Standards Act
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