

Administrative Assistant – Building Level

Reports to:	Building Administrator
Classification:	Support Staff
FLSA Status:	Non-Exempt
Terms of Employment:	215 Days (10 months) or as otherwise assigned by the applicable working calendar. Salary to be established by the Board of Education.
Evaluation:	Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Staff.
Compensation:	According to Support Staff salary structure.

JOB SUMMARY:

Assist in the efficient operation of the school's educational and administrative office and project a positive image for the entire school community.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

1. Establish and maintain a safe, accessible, positive, and inviting office environment for all members of the school community.
2. Provide information and assistance to students, parents, staff, other schools, outside agencies and the public.
3. Maintain confidentiality in accordance with Board policy, State and Federal laws for office, staff and student matters at all times.
4. Answer phones, take and route messages, and respond appropriately to requests for information.
5. Assist with the maintenance of files and records as appropriate and assigned.
6. Greet all visitors, students, teachers courteously, determine their needs, check appointments and direct to the proper person.
7. Create and submit, as necessary, reports using various District information systems.
8. Communicate with students, parents, District personnel, administrators and outside agencies to exchange information and resolve issues or concerns.
9. Maintain professional appearance and behaves in a manner appropriate to a public setting.
10. Classify, sort, and file correspondence, mail and other related data.
11. Monitor and maintain student attendance and tardy data.
12. Maintain bulletin boards, display cases, front/outdoor signs with professional appearance.
13. Assist with placement and processing of building supply and/or equipment orders.
14. Maintain lunch account information.
15. Assist with scheduling room and building usage.
16. Provide direct support for students with information including but not limited to the following: lockers, field trips, messages, deliveries, passes, transportation, and related items.
17. Provide assistance during emergency drills and with related procedures.
18. Other duties as assigned by the Administration.

SUPERVISORY RESPONSIBILITIES:

This position does not require supervisory responsibilities.

QUALIFICATION REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE:

1. High school diploma or equivalency certificate.
2. Preference will be given to candidates with prior experience in an educational setting.

COMMUNICATION SKILLS:

1. Ability to communicate, both verbally and in writing, and interact effectively with all aspects of the school community is required.

2. Ability to solve conflicts, maintain confidentiality and remain open to various ideas and viewpoints.

MATHEMATICAL SKILLS:

1. Ability to perform basic mathematical calculations using whole numbers, fractions, decimals, and percentages.

REASONING ABILITY:

1. Ability to prioritize and meet deadlines while complying with established policies and procedures of the building and district.
2. Ability to interpret a variety of instructions furnished in written, oral, diagram, and/or schedule form.
3. Ability to concentrate, think, read and learn is necessary to perform the essential job duties.

OTHER SKILLS AND ABILITIES:

1. Demonstrate organizational ability and attention to detail.
2. Ability to provide assistance to the school community as necessary.
3. Ability to work independently.
4. Excellent human relation skills.
5. Ability to use office equipment (computers, copiers, fax machine, and related items).
6. Ability to learn and/or use office software programs to produce documents and reports.

PHYSICAL DEMANDS:

While performing the duties of this job, the employee must regularly sit, talk, listen, and respond. While performing the duties of this job, the employee is regularly required to sit; use repetitive wrist, hand and/or finger movement; reach with hands and arms and talk or hear. The employee is frequently required to stand and walk. The employee is occasionally required to stoop, kneel, crouch, or crawl. Specific vision abilities required by this job include close vision, distance vision, precise hand-eye coordination and the ability to identify and distinguish colors. Occasionally, the employee may lift up to 50 pounds, such as, to lift files, papers, supplies and equipment. The foregoing is not an exclusive list and the employee may be required to exceed the minimum physical demand specifications should the safety and security of students and staff be compromised. Regular attendance and adherence to expected safety procedures are also necessary and essential functions.

The above physical demands are representative of those that must be met by an employee to successfully perform the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. The noise level in the work environment is usually at a moderate level with frequent interruptions. The employee continuously interacts with staff and the public. Travel may be necessary to various District buildings and/or sites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job duties.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

This job description in no way states or implies that these are the only duties to be performed by the employee occupying this position. Employees may be required to follow other job-related instructions and to perform other job related duties as requested, subject to all applicable state and federal laws.