
Job Description – Administrative Assistant to the Principal – Elementary/Middle School

Primary Function: Under the direction of the Principal, completes the detail and written work and coordinates other matters essential to the efficiency and effectiveness of the school principal.

Responsibilities/Duties:

Instructional Strategies

- Assists students, teachers, and parents as needed, fostering an attitude of cooperation and good public relations
- Types all written correspondence for principal and properly routes it
- Helps with incoming calls, takes reliable messages and routes to appropriate staff
- Maintains proper files to include inventory of school supplies, mailing lists and office communication
- Places orders, receives or distributes supplies and equipment
- Prepares meeting agendas, campus calendar, staff rosters and campus communication as requested
- Calls for substitute teachers when necessary, making sure all classes are covered
- Maintains a daily teacher absence log and the records for substitute teachers, monitoring personnel time records to include sick leave, vacation and personal leave
- Schedules meetings and appointments and maintains calendar for principal as needed
- Maintains campus files for principal on personnel, correspondence, budget matters, etc.
- Updates campus handbooks, policy manuals, etc.
- Complies with state, district and school policies and regulations concerning primary job functions
- Maintains and processes budget and student activity accounts
- Maintains all incoming funds, issues receipts and maintains petty cash drawer if instructed by principal
- Maintains professionalism and confidentiality

Other

- Demonstrates behavior that is professional, ethical and responsible
- Maintains confidentiality
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Proficient typing and word processing skills
- All office equipment and file maintenance
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software
- District and department policies and procedures
- Relevant federal and state laws and requirements

Ability to:

- Perform basic arithmetic with some understanding of accounting procedures
- Exercise initiative, decision making and maintain confidentiality of privileged and sensitive information
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. Minimum one year of clerical experience, preferably in a public education environment.

Working Conditions:

Mental Demands: Self-motivated, perform tasks with little or no supervision; work with frequent interruptions; able to manage multiple complex projects concurrently; maintain emotional control under stress; ability to communicate effectively (verbal and written); coordinate district support functions.

Physical Demands/Environmental Factors: Lifting/carrying - 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer; speaking clearly; occasional district-wide, state-wide travel; work occasional irregular hours and prolonged hours.

Calendar and Salary Range: 217 work days. See current pay grade on the Clerical Compensation Plan.

Revised: 4/26/23

The foregoing statements describe the general function 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 Signature

Date