



ADMINISTRATIVE ASSISTANT, ASSISTANT PRINCIPAL MS

Rev. July 2025

Job No.: 5302

Reports to: Principal

Dept./Campus: Campus

FLSA Status: Non-exempt

Pay Grade: 503

Term: 215 Days

PRIMARY PURPOSE

To ensure the smooth and efficient operation of the Assistant Principal's office by assisting the staff and student body toward the pursuit of maximizing quality student education.

MAJOR RESPONSIBILITIES AND DUTIES

- Assign substitutes for teachers and ensure each teacher has coverage.
- Assist in locker and padlock assignments; keep a current list of students and lockers.
- Oversee and maintain proper files of student discipline reports, mail parent letters and distribute referral information to team leaders within 24 hours.
- Process and route absence papers for teachers.
- Distribute room keys to all teachers and staff; keep accurate key inventory list.
- Execute paperwork and notify alternative school of any student assigned to the alternative school.
- Demonstrates regular and prompt attendance.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work, preferably in public education environment.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; and basic bookkeeping/accounting principles and practices.
- Skill in organization; interpersonal relations; and communicating pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets; maintain and update databases; accomplish word processing tasks; prepare presentations; access e-mail and Internet applications; perform job requirements with limited supervision; and supervise administrative subordinates.

Mental/Physical/Environmental Demands:

The essential functions, pursuant to the Americans with Disabilities Act, may include the characteristic duties, responsibilities, knowledge, skills, and abilities noted herein; however, this is not a comprehensive listing of all functions and tasks performed by positions found in this job description.

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or the public. Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain composure and professionalism at all times.