

**Job Title:** Administrative Assistant to Principal

**Exemption Status/Test:** Nonexempt

**Reports to:** Principal

**Date Revised:** 2021

**Dept./School:** Assigned Campus K-6

**Pay Grade:** CA 3

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**Primary Purpose:**

Ensure efficient operation of the school administrative office and provide clerical services for the school's administrative staff. Under moderate supervision organize and manage the routine work activities of an administrative department office and provide clerical support to the department head and other staff members. Handle confidential information and frequent contact with all levels of district employees, outside agencies, and the general public.

**Qualifications:**

**Education/Certification:**

High school diploma or equivalent

**Special Knowledge/Skills/Abilities:**

Knowledge of general office procedures

Knowledge of basic accounting principles

Knowledge of school district organization, operations, and administrative policies

Proficient skills in keyboarding, word processing, and file maintenance skills

Excellent public relations, organization, communication, and interpersonal skills

Ability to use software to develop spreadsheets, databases, and do word processing

Ability to follow verbal and written instructions

Ability to prioritize workflow to address the multiple needs of the supervisor or the department

Ability to perform a variety of tasks often changing assignments on short notice

Ability to multi-task numerous complex administrative activities and manage frequent interruptions

Basic math skills

**Experience:**

Minimum three years advanced secretarial experience with extensive contact with people

Prior experience in executive office of public school district or another entity preferred

**Major Responsibilities and Duties:**

**Records, Reports, and Correspondence**

1. Prepare campus communications, correspondence, forms, manuals, reports, purchase orders, and payment authorizations following district standards and requirements. Prepare instructional materials and as requested.
2. Monitor and process time records including leave requests and reports. Compile information and submit to central office according to established procedures and deadlines.
3. Maintain the school calendar of events.

4. Compile, maintain, and file all reports, records, and other documents as required. Maintain student records according to established procedures.

#### **Reception and Phones**

5. Receive incoming calls, take reliable messages, and route to appropriate staff.
6. Assist students, teachers, and parents as needed.
7. Schedule meetings and appointments and maintain calendar for principal.

#### **Accounting**

8. Prepare and make cash deposits for activity account(s). May be responsible for maintenance of activity check register(s) and ledger(s).
9. Assist with campus budget preparation and maintain accurate records of expenditures. Prepare and process purchase orders and receive, store, and issue supplies and equipment.
10. Monitor and process personnel time records including leave requests and reports.
11. Maintain inventory of fixed assets, equipment, and supplies.

#### **Other**

12. Assist with planning, preparation, and setup of faculty meetings and campus activities.
13. Receive, sort, and distribute mail and other documents to department staff.
14. Administer medication to students, check temperatures, and notify parents of student illness in nurse's absence.
15. Maintain confidentiality and comply with policies established by federal and state law, State Board of Education Rule, and Local Board Policy.
16. Demonstrate superior customer service with district staff, students, and community stakeholders.
17. Follow district safety protocols and emergency procedures.

#### **Supervisory Responsibilities:**

Monitor the work of campus office staff and report to campus principal.

#### **Mental Demands/Physical Demands/Environment Factors:**

**Tools/Equipment Used:** Standard office equipment including computer and peripherals

**Posture:** Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting

**Motion:** Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching

**Lifting:** Occasional light lifting and carrying (less than 15 pounds)

**Environment:** May work prolonged or irregular hours

**Mental Demands:** Work with frequent interruptions, maintain emotional control under stress

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This document describes the general purpose and responsibilities assigned to this job and is not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_