



1414 Chase St. Greenville, MI 48838  
Tel: (616) 754-3686 • Fax (616) 754-5374  
[www.gpsjackets.org](http://www.gpsjackets.org)

**Title:** Administrative Assistant

**Location:** Cedar Crest Elementary

**Schedule:** 8 hours per day, SY+5 calendar days per year

**Classification:** [District Support Staff Handbook 2025 - 2028](#)

**Reports to:** Principal

**Salary:** \$17.34 - \$24.61 per hour based on relevant prior work experience

**Benefits:** Comprehensive benefits package including medical, dental, vision, LTD, and life insurance

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**POSITION SUMMARY:** The Administrative Assistant will support the daily operations of the elementary school, serving as the key point of contact for staff, parents, and students, ensuring efficient communication and administrative processes.

**DUTIES AND RESPONSIBILITIES:** *other duties may be assigned*

- Provide clerical support to the building staff and students
- Answer telephone calls, handle inquiries, and provide school information
- Act as first point of contact for visitors, students, and parents in a customer service oriented manner
- Manage emails, letters, and school correspondence through newsletters, the school website, and social media
- Ensure all needed supplies and materials are ordered and on hand
- Maintain accurate student attendance records
- Maintain accurate student data records
- Generate scheduled reports using student data management systems
- Complete communicable disease reporting
- Responsible for payroll-related tasks
- Assist with dispensing medications to students as prescribed
- Commitment to regular and predictable attendance
- Adherence to Greenville Public Schools core values: integrity, collaboration, compassion, and responsibility

**QUALIFICATION REQUIREMENTS:**

- Strong organizational, time management, and multitasking skills
- Excellent written and verbal communication abilities
- Proficiency in office software, such as Google Office Suite and school management systems
- Ability to maintain confidentiality and handle sensitive matters
- Strong interpersonal skills
- Ability to work well with students, staff, and parents
- Ability to handle a fast-paced environment with professionalism and composure
- Satisfactory background check



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#### EDUCATION AND EXPERIENCE:

- High school diploma or equivalent
- Associate's degree or higher preferred; will consider others with commensurate experience

**PHYSICAL DEMANDS:** The employee is constantly required to remain stationary for extended periods of time. Employees will constantly use their hands to handle, control, grasp, move, and feel documents and office equipment. The employee will frequently make fast, repetitive movements of fingers, hands and wrists. The employee is occasionally required to walk short distances and reach above head and below shoulder level. Occasionally required to carry, lift, and move up to 20 pounds. In-person work is required.

#### OTHER SKILLS AND ABILITIES:

- **Communication:** The employee must have clear speaking and sufficient hearing to communicate effectively and appropriately in person and on the telephone. Ability to write business correspondence in a professional manner. Ability to present information to small and large groups.
- **Reasoning:** Ability to apply common sense understanding to solve practical problems and deal with a variety of concrete variables. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to use good judgment in making decisions.
- **Interpersonal:** Maintain and encourage a safe environment for all students, staff, and the community. Effective organizational skills. Ability to work without direct supervision. Ability to be flexible in dealing with staff, students, parents, and the community. Demonstrates reliability, punctuality, dependability, honesty, and self-motivation while performing the duties of the position. Exhibits a positive image as a representative of the school district.
- **Mathematics:** Ability to apply the concepts of basic math, algebra, and geometry consistent with the duties of this position.
- **Environmental:** The noise level in the work environment is quiet to loud depending on the activity in the particular part of the day. The employee must be able to work under fluorescent lighting. The employee is rarely exposed to weather conditions.

*The above is intended to describe the general content of and requirements for the performance of this position. It is not to be construed as an exhaustive statement of duties, responsibilities, or requirements. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Alternative requirements that may be appropriate and acceptable to the Board of Education may be considered. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

*The Greenville Public Schools Board of Education does not discriminate on the basis of race, color, national origin, sex (including sexual orientation or gender identity), disability, age, religion, height, weight, marital or family status, military status, ancestry, genetic information, or any other legally protected category, (collectively, "Protected Classes"), in its programs and activities, including employment opportunities.*