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## MILACA PUBLIC SCHOOLS JOB DESCRIPTION

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### HIGH SCHOOL CLASS I ADMINISTRATIVE ASSISTANT

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**Reports to:** High School Principal & Assistant Principal      **Dept:** High School

**Terms:** 222 days/year

**Hours:** 40 Hours a Week, occasional overtime. Summer and non-students days are necessary, but there is flexibility with these days.

**Employment Agreement:** Clerical Collective Bargaining Agreement

**Pay Range:** \$20.48-\$25.49 per hour, depending on experience

**Benefits:** Up to twelve (12) paid holidays, paid vacation, paid sick time, Minnesota Public Employee Retirement Association (PERA) plan, 403B Options, professional development opportunities, health, dental, LTD, and life insurance options.

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### JOB SUMMARY

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Serves as the personal and confidential administrative assistant to the high school principal and assistant principal. Maintains, manages, and oversees the customer services and clerical functions of the high school office.

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### QUALIFICATIONS

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**Education:**

- Two year post secondary degree.

**Work Experience:**

- Minimum five years of relevant experience.
  - o School work experience would be ideal

**Special Knowledge/Essential Skills:**

- Fundamentals of general office equipment, procedures, and practices
- Knowledge of office etiquette and customer service procedures and routines
- Training and/or experience in computer applications and software
- Ability to maintain confidentiality
- Ability to communicate effectively with students, staff, and the general public

- Ability to produce clear, concise, and accurate written communications
- Ability to complete accurate, detailed work under pressure
- Ability to effectively provide work direction to others

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## **ESSENTIAL DUTIES AND RESPONSIBILITIES**

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### Essential Functions and Description of Position:

- Serve as the personal and confidential secretary to the Principal.
- Maintain, manage, and oversee the operation of the High School Office.
- Ability to effectively provide direction for the work of others.
- Ability to communicate effectively with students, staff, and the general public.
- Ability to produce written communications in a timely manner, that are clear, concise, and accurate.
- Ability to complete accurate, detailed work under pressure.
- Ability to problem solve and think critically
- Strong technology skills, including navigating, creating, and analyzing data
- Secure substitutes for teachers, paras, and clerical positions.
- Assist staff, as needed, with their absences in the absence management system (Red Rover).
- Collect information and prepare daily announcements and post them on the high school website.
- Enter student discipline into the student information system (Synergy) and MDE Systems (DIRS) and send to parents.
- Set up accounts and troubleshoot StudentVUE and ParentVUE.
- Enter purchase orders in Smart Finance.
- Place orders for various employees.
- Administer automated communication to parents.
- Create and distribute certificates for students.
- Assist in parent/teacher conferences.
- Assist with graduation planning and ceremony.
- Create/keep the locker spreadsheet accurate and assign lockers to students.
- Update student handbook, master schedule, and phone lists as needed.
- Send mail to students and families as needed.
- Create various forms and spreadsheets
- Oversee the high school P-card activity.
- Take phone calls from parents and staff, and get messages to students.
- Troubleshoot and maintain supplies and schedule service for copiers.

- Send transcripts and graduation verification over the summer.
- Send out student records over the summer.
- Assist with coordinating ESY/Targeted Services.
- Manage MARSS/ ED-FI system, including: gather data elements (Special Education, Compensatory Aid, Transportation, PSEO, Concurrent Enrolled, etc.), procedural knowledge, coding, make corrections for submissions, enroll ALC, ESY, and Targeted Services students. Attend MARSS/ ED-FI meetings as needed. Run error reports, distribute, and make necessary corrections.
- Student and staff parking permits and forms.
- Other duties as assigned

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## **ADDITIONAL INFORMATION**

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### **Physical Demands:**

- Primary functions require sufficient physical ability and mobility to work in an office setting;
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment;
- Sitting or standing for extended periods of time;
- Kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies;
- Lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds;
- Repetitive hand movement and fine coordination to use a computer keyboard;
- Hearing and speaking to exchange information in person or on the telephone;
- Seeing to read, prepare and assure the accuracy of documents.

*Disclaimer: This description describes the general nature and work expected of an individual assigned to this position. Employees may be required to perform other job-related duties as requested by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*