

## **Wahpeton Elementary School Administrative Assistant**

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following:

- Supervises the daily operation of the school's attendance.
- Security functions-Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment.
- In-school suspension supervision.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing including time sensitive State Reports.
- Provides training and work direction to assigned office personnel, organizes, and expedites the workflow of the school site and offers guidance and direction to other school personnel as needed.
- Assists with registration duties. Enrolling students into PowerSchool. Transfer students out of PowerSchool.
- Receives and greets visitors and provides information to parents and the public, screens correspondence and telephone calls for administrator and staff.
- Establishes, maintains, and assures proper use of confidential files including student, personnel and payroll records.
- Secures substitutes to assure adequate coverage for school site of 75+ employees; orients substitute personnel and provides key and pertinent information. Manages payroll for all substitute personnel. Manages employee time off requests.
- Attend and participate in assigned meetings and trainings.
- Updates and maintain multiple calendars as assigned; organize meetings, and make arrangements for school visitations and facility use.
- Answers questions and resolves situations involving students, parents, and the public.
- Inputs student behavior data into SWIS and PowerSchool.
- Administers first aid, provides health office coverage, and dispenses approved medication to students in accordance with organizational policy as assigned.
- Orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Tracking immunization records, submits to the State.
- Manages Backpack food program for 100+ students.
- Performs any other related duties as assigned by the Principal.