

POSITION DESCRIPTION

Independent School District No. 113 Walker, Minnesota 56484
Administrative Assistant

- I. I. Title Position: Unit: Classification: Secretary, 10-month Level IV Administrative Assistant 1,720 Class B
- II. Reporting Relationship: The 10-month Level IV Administrative Assistant reports to the Level IV Principal and is responsible to that person for the interpretation and performance of the duties and responsibilities of this position.
- III. Basic Function of the Position: The Level IV 10-month Administrative Assistant is the primary support for the Level IV Principal and staff at the Level IV school.
- IV. Duties and Responsibilities of the Position:
 - A. Perform administrative support tasks including answering phone, scheduling meetings, ordering and maintaining supplies. Assist with faxing, copying and printing as requested.
 - B. Ensure materials and office is secure.
 - C. Develop, collect and maintain data systems regarding special education timelines and due dates.
 - D. Maintain updated and complete special education due process files and reports.
 - E. Maintain a database of student information regarding state and district assessments, extended school year, and other student data as needed.
 - F. Send formal communication on behalf of students verbally and in writing; notify families, service providers and other team members of meetings, information related to student education plans, evaluation, and other critical student related information.
 - G. Assist staff and administration with scheduling students in courses.
 - H. Support scheduling of paraprofessional staff.
- V. Supervisory Responsibilities: Collaboratively share all secretarial responsibilities as assigned. Supervise and monitor students in the office area and conference rooms. Supervise and direct assignments of student assistants.
- VI. Education and/or Experience: Demonstrate computer skills on required programs. Demonstrate positive and effective working relationships with students, staff, administration, parents and the community.
- VII. Certificates, Licenses and Registrations: High school diploma or general education degree (GED) and one-year previous office experience.
- VIII. Language Skills: Communicate clearly and concisely in a business-like manner. Understand different levels of communication from students, staff, administration, parents and the community.

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- IX. Mathematical Skills: Demonstrate ability to apply appropriate math skills in performing daily routines (i.e.: percents, ratios, basic math, etc.).
- X. Reasoning Ability: Know, interpret and follow school policy. Apply common sense understanding to carry out instructions. Diffuse difficult situations. Prioritize office tasks to support an effective school and fulfill job responsibilities.
- XI. Other Skills and Abilities: Pass a typing test at 55 words per minute. Develop effective working relationships with students, staff, administration, parents and the community. Support work in a confidential manner. Maintain professional composure while dealing with a variety of personalities and situations. Serve as a public relations contact person having business with the supervising administrator. Show initiative and function as a self-starter. Complete work assignments accurately and in a timely fashion.
- XII. Physical Demands: Maintain orderly and efficient office areas and staff planning areas. Spend much of the day sitting at a computer. Perform multiple tasks. Lift at least 50 pound items.
- XIII. Work Environment: Collaborative work in a fast-paced environment interacting with students, staff, administration, parents and the community with multiple requests and concerns. Support and communicate with administrators and staff by furnishing information, circulating messages, screening as necessary and assisting in other ways. Respond in emergency situations requiring staff, police, fire and/or medical assistance.