

## **School Administrative Assistant**

**QUALIFICATIONS:** Working knowledge of basic office procedures and the operation of common office equipment and machines. Previous experience as a secretary is preferred. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:** Building Administration

**JOB GOAL:** To ensure the smooth and efficient operation of the School Office so that the office's maximum positive impact on the education of children can be realized. To assist and relieve the Building Administration of paperwork and impediment so that they may devote maximum attention to educational operations of the school.

### **PERFORMANCE RESPONSIBILITIES:**

- Maintains high standards in their school relationships, to demonstrate integrity and honesty, to be considerate and cooperative, and to maintain professional relationships with students, parents, staff members, and others.
- Continuous improvement and willingness and ability to learn.
- Utilize excellent written and verbal communication skills.
- Demonstrates positive customer service
- Demonstrates confidentiality
- Ability to work independently
- Demonstrates organizational skills
- Keeps accurate filing, including electronic
- Working knowledge of computer programs and information systems.
- Understands and abides by applicable District policies and procedures.
- Perform duties or functions assigned by supervisor.
- Maintains updated annual calendar of assigned duties and subsequent checklist of tasks.
- Serve as backup or assists other District Office staff as needed.
- Performs additional duties as assigned by the supervisor.

### **PHYSICAL DEMANDS:**

- Requires prolonged sitting or standing
- Occasionally requires physical exertion to manually move, lift, carry, pull or push heavy objects or materials.
- Occasional stooping, bending and reaching
- Lifting up to 40 lbs.
- Fast paced workday

**TERMS OF EMPLOYMENT:** Salary and benefits in accordance with the NPEA IEA/NEA ESP Agreement. This is a 12-month position.

**EVALUATION:** Performance of this position will be evaluated annually in accordance with the NPEA IEA/NEA ESP Agreement