Job Title:	**ADMINISTRATIVE ASSISTANT**	Reports to:	**Principal**
FLSA status:	**Non- Exempt**	Supervisor duties:	**None**
Classification:	**Classified**	Approved on:	**10/13/2020**
Position Summary:	Organize, coordinate, schedule and perform office functions; coordinate communications between administrators, district and site personnel, parents, students and the general public		

ESSENTIAL DUTIES & RESPONSIBILITIES:

- Works cooperatively and maintains effective relationships with students, parents, district personnel and the general public, as is applicable to the position.
- Responds with tact and courtesy in public or telephones contact situations and provides information requiring a knowledge of state and county education laws, board policies, district procedures and general educational information pertaining to the school.
- Separates those items that are of a confidential nature from those that are not.
- Works independently with little supervision; supervise other office staff.
- Applies general office practices and procedures, e.g., organizes the office; orders and maintains supplies; opens and processes incoming mail; receive and places telephone calls and recorded messages; maintains an organized filing system; greets and assists visitors; operates a variety of office machines.
- Composes correspondence independently using proper business English, grammatical usage and punctuation.
- Opens office daily; checks that bells are functioning properly; opens and closes vault.
- Maintains a calendar of appointments for the principal.
- Meters out-going mail and requisitions for postage for mail meter.
- Edits, publishes and distributes school newsletters.
- Receives daily substitutes, processes substitute time sheets, arranges for emergency substitutes, distributes and processes evaluation for substitutes and teachers.
- Processes adjustments for Time Clock Plus and maintains TCP correction slips and comp time.
- Collects and processes book-related and school account monies.
- Prepares and maintains a variety of student and staff lists, e.g., class lists, attendance rosters, staff duty lists, emergency phone tree, etc.
- Completes student scheduling.
- Maintains attendance register codes, CEC and homebound students.
- Maintains activity calendar and posts board meeting notices.
- Updates and prepares for annual publication of student handbook.
- Issues and maintains a current record of school keys to staff.
- Creates student certificates for honors assembly and promotion.
- Processes facility usage agreements and maintains facility calendar in conjunction for facilities representative at the District Office.
- Maintains an active role in school safety procedures.
- Processes all paperwork for registration, requests records and sends records of withdrawn students.
- Maintains all student records as required by law and verifies contents of cumulative folders.
- Other duties as assigned

KNOWLEDGE, SKILLS & ABILITIES:

- Ability to communicate effectively verbally and in writing.
- Ability to apply common sense understanding to solve practical problems and deal with a variety of situations.
- Ability to work cooperatively and courteously with staff, students, parents and community members.
- Highly organized to multi tasks and manage priorities.
- Ability to handle confrontation and conflict without an emotional response.

- Communication skills and traits that promote a child friendly atmosphere and be able to maintain confidentiality.
- Knowledge of proper English usage, punctuation, spelling and grammar.
- Ability to perform routine clerical work and basic arithmetical calculations.

QUALIFICATIONS & REQUIREMENTS:

Education & Experience:

- High School diploma or equivalent;
- Four-five years previous office clerical experience preferably in a school district
- Able to use multi-line phone system
- Any equivalent combination of training, education and experience that meets minimum requirements

Computer Proficiency: MS Office Suite, Google suite

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to reach with hands and arms. This position requires the use of strength to lift items needed to perform the functions of the job; sit, stand and walk for required periods of time; speak and hear; use close vision, color vision, peripheral vision and depth perception along with the ability to focus vision; communicate effectively in English, using proper grammar and vocabulary. American Sign Language or Braille may also be considered as acceptable forms of communication; the employee would be required to carry up to 20 pounds safely and could occasionally lift or move up to 50 pounds.

WORK ENVIRONMENT:

The position is exposed to a variety of childhood and adult diseases and illnesses; occasional exposure to a variety of weather conditions; exposure to heated/air conditioned and ventilated facilities; exposure to a building in which a variety of chemical substances are used for cleaning, instruction, and/or operation of equipment; function in a workplace that is usually moderately quiet but that can be noisy at times.

Disclaimer: The duties and responsibilities identified in this position description are illustrative only and are in no way intended to be a complete list of activities that may be required of an incumbent. The information contained in this job description is for compliance with the American Disabilities Act (ADA) and is not an exhaustive list of duties performed for this position. Additional duties may be performed by the individual currently holding this position and additional duties may be assigned.