JOB DESCRIPTION

Administrative Assistant I - Middle/High

DEPARTMENT: Schools	**SCHEDULE:** 111
REPORTS TO: Principal	**WORKDAYS:** 245
CLASSIFICATION: Classified	**FLSA STATUS:** Non-Exempt
PCS CODE: 86	**DATE:** November 2025

Our Mission: In partnership with our community, we empower students to discover their potential and prepare for a successful future.

Our Core Values: Belonging, Learning, Continuous Improvement and Joy

Our Vision: Richland Two is a dynamic school district committed to creating an environment where students feel connected, engaged, and supported so that they can experience academic and personal achievement.

POSITION SUMMARY

Under general supervision, provides administrative support for the assigned Principal. Accurately completes duties in compliance with state/federal regulations and District policies. Exercises independent judgment in following and explaining District policies and procedures, coordinating school or office functions, managing special projects, and providing support for department/school initiatives. Supports student achievement by fostering communication with families to ensure their active engagement with District schools.

MINIMUM REQUIREMENTS

Education:
High School Diploma required.
Associate's Degree in secretarial science, business, or a related field preferred.
Certification/License:
Must possess a valid South Carolina driver's license or government issued picture ID.
Work Experience:
Three (3) to five (5) years of responsible secretarial and administrative support experience; or any equivalent education, training, and certification requirements that provide the required knowledge, skills, and abilities.

KNOWLEDGE, SKILLS, AND ABILITIES

- Knowledge of the principles of office management and of modern office procedures, systems, and equipment.
- Proficient knowledge and use of computer applications relevant to the position, including the District student information systems (SIS) and District accounting systems (ERP).

- Knowledge of school and departmental procedures and operations. Knowledge of state and federal laws, guidelines, compliance requirements, and District policies applicable to the position. Knowledge of District and school safety and security procedures.
- Knowledge of District procurement and bookkeeping practices, as applicable to the position
- Strong organizational and problem-solving skills to manage deadlines and address issues. Ability to maintain high standards of organization and accuracy in exercising duties. Excellent attention to detail when verifying documentation.
- Excellent communication and interpersonal skills. Ability to communicate effectively with students, parents, school, and District staff in oral and written form. Proficient skills in business English, writing, editing, and preparing correspondence, presentations, and other documents.
- Ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction.
- Ability to apply judgment and complex logic in defining problems, collecting information, and drawing valid conclusions.
- Ability to maintain high standards of organization, accuracy, and timeliness in exercising duties.
- Ability to manage frequent interruptions in a flexible manner and difficult, stressful situations in a professional and appropriate fashion.
- Ability to work independently and as a productive member of a team.
- Ability to thrive in a fast-paced, continually changing work environment.

ESSENTIAL DUTIES

- Supervises front office staff. Assigns or manages teacher attendance and absence records, school-based guest teacher services, and serves as a backup for these responsibilities when others are absent. Assists in providing adequate coverage for the front office. Screens, responds to, provides information, and/or distributes phone calls and emails. Specific duties to be assigned by the Principal.
- Serves as the point-of-contact for the Principal; fields incoming calls, greets visitors, and directs communications to appropriate personnel.
- Serves as a liaison among the Principal, school staff, students, parents, and/or the community. Provides assistance to school/parent organizations such as the Education Foundation and School Improvement Council.
- Serves as a point-of-contact between the school and District departments including but not limited to payroll, human resources, risk management, and business services.
- Maintains internal communication systems to ensure that all personnel, including guest teachers, are kept informed of relevant information as appropriate to their positions.
- Researches and resolves various concerns or discrepancies; responds to complaints and inquiries or refers them to the appropriate persons and/or departments.
- Schedules appointments and meetings to maintain the Principal's calendar and the school/department calendars. Schedules and manages travel arrangements for field trips and professional development activities.
- Serves as the school/program representative for Workers' Compensation issues.
- Assists administrators and staff in planning and preparing for meetings, in-services, conferences, and workshops.
- Obtains, compiles, organizes, and prepares information for reports and administrative projects. Analyzes data and prepares related reports using a variety of software applications.
- Assists with vacancy requests, application screenings, and applicant follow up, as assigned by the Principal.

- Adheres to the highest standards of confidentiality concerning sensitive matters, students, and staff. Ensures Federal Rights and Privacy Act (FERPA) regulations are strictly observed in the management of student records.
- Establishes a professional rapport with students, parents, and staff that fosters their respect. Displays the highest standards for ethical and professional behavior while working with students, parents, school personnel, District staff, community members, and other parties.
- Serves as a role model for others; dresses professionally; willingly accepts responsibility; and demonstrates pride in the public education profession.
- Demonstrates prompt, regular attendance and is available to work in-person on-site during normal business hours.
- Willingly performs other duties as assigned by the supervisor.

PHYSICAL ABILITIES AND WORKING CONDITIONS

The physical abilities and working conditions are representative of, but not intended to be, an exhaustive list of the requirements for positions in this classification. In the event of an emergency or situation requiring guidance from Federal, State, Local, or District authorities, the requirements of this position may change to best serve the needs of our students.

Vision: Ability to read small print and view a computer screen for prolonged periods of time.
Hearing: Ability to tolerate exposure to noisy conditions.
Speech: Ability to be understood in face-to-face communications and to speak with a level of proficiency and volume to be understood over a telephone, computer, or virtual setting.
Upper Body Mobility: Ability to use hands to grasp and manipulate small objects; manipulate fingers; twist and bend at wrist and elbows; extend arms to reach outward and upward; use hands and arms to lift objects; turn, raise, and lower head.
Strength: Ability to lift, push, pull and/or carry objects which weigh ten (10) or more pounds on a frequent basis.
Environmental Requirements: Ability to work independently; work cooperatively with others; work indoors; work outdoors as necessary for the position.
Mental Requirements: Ability to read, write, understand, interpret, and apply information on a moderately complex level essential for successful job performance; math skills at a proficiency level appropriate to the position; sound judgment; the ability to process information quickly; learn quickly and follow verbal procedures and standards; give verbal instruction; rank tasks in order of importance; copy, compare, compile and coordinate information and records. Understands and adequately manages stressful situations.
Additional Work Conditions and Physical Abilities: Reliable transportation required.

Richland School District Two is committed to providing equal access to educational and employment opportunities regardless of race, color, religion, national origin, disability, pregnancy, age, sex, sexual orientation, gender identity status, spousal affiliation, or any other protected characteristic, as may be required by law. As required by Title IX and its implementing regulations, 34 C.F.R. Part 106, Richland School District Two does not discriminate on the basis of sex in its educational programs and activities. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

This job description is intended to accurately reflect the duties, responsibilities, and requirements of the position. It is not intended to be, nor construed to be, an all-inclusive list of the knowledge, skills, abilities, essential duties, physical abilities and/or working conditions

associated with the position. District management/administration reserves the right to modify, add, or remove duties and assign other duties as necessary.