



TRINIDAD

School District #1

JOB DESCRIPTION

POSITION TITLE

Administrative Assistant

QUALIFICATIONS

REPORTS TO:

Executive Secretary

JOB SUMMARY:

PERFORMANCE RESPONSIBILITIES:

- Assists with secretarial duties for Executive Secretary and Lead Bus Driver
- Answers phones and takes messages or routes phone calls as necessary.
- Receives guests, parents, sales persons, and students, etc. When guests arrive, please ask who they need to see and notify the person (if you are able).
- Distributes mail to proper personnel and/or departments.
- Publicizes district vacancy notices.
- Updates and revises documents and forms as needed; other clerical duties as assigned.
- Types welcome letters for new staff, thank-you letters for staff leaving. (Executive Secretary will give information upon Board approval).
- Skims newspapers for school articles and maintains news section of bulletin board and scrapbook
- Updates classified and certified sub lists and sends updated lists to appropriate personnel within the district. (give and take applications, give information to Executive Secretary to do background check, after completion of background check the application will be given back to put on the list).
- Orders and maintains supplies as needed.
- Gives appropriate applications to applicants (sub applications, certified applications, classified applications, etc.).
- Forwards student transcripts when requested.
- Assists in making sure October Count data is complete and accurate for students in Powerschool for State reporting.
- Assists Food Service Director with monthly claim reports, filing of daily invoices and daily reports, Free/Reduced lunch applications, daily deposits (other duties may be assigned)
- Migrant/Homeless Coordinator duties
- Will report to Executive Secretary when calling in late to work, illness, etc.
- Will give reasonable notice when taking vacation days-- to Executive Secretary.

TERMS OF EMPLOYMENT

Ten, eleven or twelve month year. Salary and work year is to be established by Trinidad School District #1 Board of Education.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Trinidad School District #1 Board of Education regarding Evaluation of Professional Personnel.

Staff Signature:_____

Date:_____

Supervisor:_____

Date:_____

Revised: 8/2017