



# STILLWATER AREA PUBLIC SCHOOLS

## Position Description

### SECTION I: GENERAL INFORMATION

<b>Position Title:</b> <i>Administration Assistant I - Elementary Building</i>	<b>Department/Building:</b> <i>Elementary School or ALC Building</i>
<b>Reports to:</b> <i>Elementary School Principal</i>	<b>FLSA Status:</b> <i>Non-Exempt</i>
<b>Band/Grade/Subgrade:</b> <i>A12</i>	<b>Bargaining/Work Unit:</b> <i>Technical Support</i>
<b>Position Last Updated:</b> <i>9/2025</i>	<b>Next Position Description Update:</b> <i>9/2028</i>

### SECTION II: JOB SUMMARY

To perform a variety of clerical and office administrative support responsibilities including reception, information exchange on policies and procedures, word processing, recordkeeping, cashiering, and materials preparation in a manner which consistently meets needs and deadlines and contributes to a cooperative, coordinated workplace.

### SECTION III: ESSENTIAL DUTIES AND RESPONSIBILITIES

<b>Duty/Responsibility No:</b>	1	<b>Statement of duty/responsibility:</b> Office Administrative Support
<b>Percent of Time:</b>	45%	

#### Tasks involved in fulfilling above duty/responsibility:

- Performs a variety of secretarial and administrative support responsibilities including, but not limited to reception of callers and visitors; copying; materials distribution; information exchange; calendars; mail screening and distribution; preparing general correspondence, memos, agenda and other materials, presentations and general information for distribution.
- Prepares instructional handouts and materials as requested for the teaching staff.
- Assists in scheduling substitute staff as needed in the event of a faculty absence
- Monitors students sent to the office for meetings with the Principal.
- Assists with new student and building orientation.
- Assists as needed in the Health Room as needed due to absences.
- Assists in distribution and collection of standardized test forms
- Updates building web pages and prepares newsworthy items for inclusion on the school page of the local newspaper for the information of students, parents and the community.
- Keeps the Principal/Director informed on all work assignments of whatever nature for which responsible and alerts the Principal/Director or Principal's/Director's Secretary when help is needed or required to ensure the prompt completion of such assignments.

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Bookkeeping / Recordkeeping
<b>Percent of Time:</b>	30%	

**Tasks involved in fulfilling above duty/responsibility:**

- Maintains accurate, complete bookkeeping records on various departments' and the school's purchasing and ordering, ensuring that all such transactions are correctly accounted for and entered into the appropriate database.
- Prepares and distributes various accurate, well-documented and timely bookkeeping / budget reports as scheduled or requested during designated periods of time.
- Assists in the processing of employee and substitute time-cards and expense vouchers
- Monitors leave entries for staff
- Collects, reconciles and deposits revenue from fees, fundraisers, field trips and other events

<b>Duty/Responsibility No:</b>	2	<b>Statement of duty/responsibility:</b> Community Relations
<b>Percent of Time:</b>	20%	

**Tasks involved in fulfilling above duty/responsibility:**

- Develops and maintains good working relationships with all inside and outside contacts, ensuring that informational and / or materials needs are met promptly.
- Answers numerous inquiries regarding school activities, schedules / events, and the times and places of such events in addition to ensuring all transportation information and/or any changes in event time or place are promptly distributed.

<b>Duty/Responsibility No:</b>	4	<b>Statement of duty/responsibility:</b> Special Projects
<b>Percent of Time:</b>	5%	

**Tasks involved in fulfilling above duty/responsibility:**

- Helps organize and complete various special projects as scheduled or assigned.
- Performs other job-related duties as requested or assigned

**SECTION IV: KNOWLEDGE, SKILLS AND ABILITIES**

- The knowledge, skill and ability to take appropriate actions, make sound process decisions and alert others in a timely manner which minimizes delays and uncompleted work.
- An ability to work purposefully and confidently within authority and responsibility parameters of the position.
- Knowledge and ability to provide technical help with the use of office equipment and help ensure the equipment is maintained.
- A good working knowledge of established office / school procedures and the ability to carry out such procedures with minimal direction.
- The knowledge, skill and ability to set up, maintain and ensure the security and confidentiality of data and information, particularly personnel-related records.
- Knowledge of and the ability to accurately apply bookkeeping procedures established at the school / department level.
- The knowledge, skill and ability to maintain assigned databases and draw requested data into report form as needed.

## SECTION V: EDUCATION / CERTIFICATION REQUIREMENTS

- High school education or its GED equivalent.

## SECTION VI: EXPERIENCE REQUIREMENTS

- Post-high school office / business training and two or three years' experience in one or more of the essential accountabilities outlined in this job description desired.
- Computer literacy and demonstrated abilities with current office technology.

Note: Such alternatives to the above qualifications as the School Board may find appropriate and acceptable.

## SECTION VII: COMPETENCIES AND/OR VALUES COMMON TO ALL POSITIONS

- A clear and demonstrated commitment to the District mission, which is to ensure high quality, innovative, challenging education where all learners are valued and respected.
- Performing assigned responsibilities in a manner consistent with the District's established Core Values.
- Advancing the District's mission and values through careful attention to the key issues of Learning, Environment and Resources.

## SECTION VIII: PHYSICAL JOB REQUIREMENTS

**(Indicate according to essential duties/responsibilities):**

The physical job requirements described here are representative of those an employee encounters while performing the primary functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary functions.

Key: N=Never    O=Occasionally (1-33%)    F=Frequently (34-66%)    C=Consistently (67-100%)					
Demands		Demands		Demands	
<b>Physical</b>		<b>Lifting/Carrying</b>		<b>Exposure to Environ. Conditions</b>	
Standing	O	Up to 10 pounds	C	Possible exposure to blood-borne pathogens through blood and/or body fluids	O
Walking	O	Up to 25 pounds	O		
Sitting	C	Up to 50 pounds	N		
Talking in person/on the phone	F	Up to 75 pounds	N	Toxic chemicals	N
Pushing/Pulling	O	Up to 100 pounds	N	Moving parts	N
Hearing	F	More than 100 pounds	N	Electrical shock risk	N
Feeling, grasping, finger dexterity	C	<b>Noise Levels</b>		Explosives	N
Climbing, balancing	N	Quiet (i.e. private office)	N	Fumes	N
Stooping (bend at waist)	O	Moderate noise (i.e. business office with typewriters/ printers, light traffic)	F	Extreme cold (non-weather)	N
Crouching, crawling, kneeling, squatting	O		O	Extreme heat (non-weather)	N
Stretching/reaching with hands & arms	O	Loud noise (i.e. many children laughing & playing, large earth moving equipment)	O	Varying weather conditions	N
Distinguishing smell	N	Very loud noise (i.e. jack hammer, front row rock concert)	N	<b>Sight</b>	
Distinguishing temperature	N		Vision for close work/ability to adjust focus	O	
Traveling by automobile	N			Looking at computer monitor	F
				Color vision (identify & distinguish colors)	F
				Peripheral, depth perception	F