

# UPPER ADAMS SCHOOL DISTRICT

TITLE: Administrative Assistant - Secondary  
DEPARTMENT: Office  
LOCATION: Middle School/High School  
REPORT TO: Building Principal

## SUMMARY OF PURPOSE

The Middle/High School Secretary is responsible for providing comprehensive administrative and secretarial support for the secondary school office. This position serves as the primary point of contact for students, parents, staff, and visitors, ensuring efficient daily operations within the main office. Key responsibilities include reception and communication services, attendance management, student records maintenance, office coordination, and supporting the Building Principal and administrative team in the day-to-day operation of the middle and high school.

## ESSENTIAL FUNCTIONS

### **Reception and Office Support**

1. Serve as the primary receptionist by answering telephones, greeting visitors, relaying messages, and managing the intercom system.
2. Serve as the primary point of contact for students, staff, parents, and community members.
3. Assist parents and visitors in person or by telephone as needed.
4. Assist with morning announcements and coordinate daily intercom communications.
5. Coordinate and distribute middle school and high school daily announcements.
6. Support the Principal and administrative team with correspondence, reports, and daily office workflow.
7. Make routine decisions in consultation with designated staff during the Building Principal's absence.
8. Perform other duties as assigned by the Building Principal.

### **Attendance and Student Records**

1. Maintain daily student attendance records.
2. Organize, maintain, and coordinate all attendance-related reports and correspondence.
3. Maintain and update student records in the Student Information System (SIS).

### **Building Operations and Security**

1. Monitor visitor sign-in procedures and building access.
2. Monitor the building alarm/security system for student and visitor safety after exterior doors are secured.
3. Assist with end-of-day student dismissal procedures.
4. Coordinate bell schedules and related building communications.

### **Transportation and Substitute Coordination**

1. Maintain bus rosters and communicate transportation changes as needed.
2. Coordinate substitute staff for the middle and high school, including assignments, lesson plans, keys, and classroom directions.

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## **Other**

1. Completes and issues work permits for students.

## **On-site Requirement**

This position requires daily, in-person office duties. Regular, punctual, and reliable physical attendance is an essential function of the position. The duties of this role require face-to-face interaction with all staff and visitors to the district, and cannot be performed remotely except as required by law or Board directive.

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## MARGINAL FUNCTIONS

In the absence of the Principal or designee, exercise sound judgment, discretion, professionalism, and confidentiality when addressing questions, concerns, or unexpected situations. Communicate urgent matters to the appropriate administrator in accordance with the established chain of command.

## SCOPE AND IMPACT

This position performs duties primarily through established procedures while exercising independent judgment as needed. Frequent internal and external interaction is required with students, parents, teachers, administrators, district staff, and community members.

## MINIMUM REQUIREMENTS

- High school diploma or equivalent required.
- Five (5) to seven (7) years of administrative office or secretarial experience preferred.
- Experience with modern office practices, procedures, and administrative systems required.

## REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

- Strong typing and general computer proficiency.
- Effective telephone and customer service skills.
- Excellent interpersonal skills, including tact, diplomacy, and professionalism.
- Strong organizational and multitasking abilities.
- Ability to work effectively with students, staff, parents, and the public.
- Ability to maintain confidentiality and handle sensitive information appropriately.
- Strong attention to detail and ability to work independently.

## PHYSICAL/MENTAL/ENVIRONMENTAL

Physical Demands: Constantly sitting with occasional standing or walking.  
Normally does not work at heights above ten feet.  
Normally does not lift any object weighing more than fifty pounds.

Sensory Abilities: Visual acuity  
Auditory acuity

Work Environment: Typical administrative office and school environment.

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- Temperament: Must possess excellent interpersonal skills.  
Must be able to work in an environment with frequent interruptions.  
Able to make judgements and work under high levels of stress.
- Cognitive Ability: To follow oral and written directions.  
To complete assigned tasks with or without supervision.  
To use correct grammar, sentence structure and spelling.  
To compose clear, concise sentences and paragraphs.  
To organize office setting to efficiently accomplish tasks.  
To multitask.  
To exercise good judgment in prioritizing tasks.  
To communicate effectively at all organizational levels.
- Specific Skills: Ability to operate office equipment.  
Ability to use computer technology  
Ability to appropriately handle confidential information in accordance with District policies.

**SUPERVISION RECEIVED AND EXERCISED:**

This position is directly responsible to the High/Middle School Principal. No supervisory responsibility involved. Performance will be evaluated annually by the High/Middle School Principal I in accordance with the provisions of the Support Handbook and District Policy

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The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job. The employee must be able to perform the essential functions of the position satisfactorily, and, if requested, reasonable accommodations will be made to enable employees with disabilities to perform the essential functions of their job, absent undue hardship. The Employer retains the right to change or assign other duties to this position.

*The Upper Adams School District is an Equal Opportunity Employer, Educational Service organization.*

Employee signature below indicates the employee's understanding of the requirements, essential functions and duties of this position.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date