

GENERAL INFORMATION

Title	Administrative Assistant – General Office
Department	General Office
Licensure	Not Applicable
Endorsement	Not Applicable
Classification	Classified (12-month, eight-hour position; M-F)
FLSA Status	Non-Exempt
Reports to	Building Principal, Assistant Principal, Director of Curriculum
Supervisory Responsibilities	Not Applicable
Prior Experience	Experience as an administrative assistant/secretary is preferred
Evaluation	Evaluated by the assigned supervisory staff using the agreed upon evaluation tool

JOB GOAL(S)

Under general supervision of the Building Principal, the employee will provide administrative support to various stakeholders at the high school; including staff, students, and visitors. Establish and maintain records; compile and distribute materials and reports; and respond to inquiries from a variety of internal and external sources. Ensure smooth and efficient operations of the General Office and any extension of the office to ensure that the maximum positive impact on student learning can be realized.

MAJOR DUTIES AND PERFORMANCE RESPONSIBILITIES

The criterion indicated below describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Office Management

- Maintain friendly and welcoming front office decorum with parents, students, staff, volunteers, and other visitors.
- Sort and classify incoming mail for efficient distribution to appropriate recipients within the building.
- Operate the office phone system, which includes answering and routing incoming phone calls and utilizing the public address system.
- Assist building administration, teachers, staff, parents, visitors, coaches, and district office personnel as needed.
- Coordinate external and secure internal substitute teachers.
- Maintain the Google calendars of activities for the district.
- Responsible for the organization and operations of the General Office as directed by the administration.

Communication

- Respond to email and phone inquiries from a variety of individuals (e.g. staff, parents, students, community members) for providing information and/or directions as may be required. Refer problems and concerns to administrator for attention as needed.
- Assist in the creation and distribution of various communications as directed.
- Knowledge of business communication, spelling, punctuation, grammar, and office procedures.

Student Records Management

- Prepare for and participate in student registration.
- Process student requests for work permits and participate in the completion of driver's education permits.
- Maintain complex databases and management information systems.

Technology

- Proficiently use various software programs specific to communication and student/staff information systems (Skyward, Frontline, Google for education, Microsoft Office products).
- Assist administration as needed in the requisition and purchasing process.

MENTAL DEMANDS*Knowledge*

The employee is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include knowledge of software packages; parent notification systems, and working knowledge of basic hardware operations used by the district.

Ability

The employee is required to schedule and plan graduation and awards ceremonies annually. The employee routinely gathers, collates, and/or classifies data; and use basic, job related equipment. Flexibility is required in this position to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; being attentive to detail; meeting deadlines and schedules; adapting to changing work priorities; displaying patience, a sense of humor, and team-work. Ability to carry out instructions furnished in written or oral form. Ability to accurately prepare, create, edit, and design memos, reports, letters, and other documents. High attention to detail and the ability to maintain confidentiality is vital.

Education/Preparation

The employee shall possess the equivalent of a high school diploma. Experience working with high school students and their families in a school setting preferred.

Reasoning

The employee shall possess the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee shall possess the ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. The employee shall possess the ability to interpret an extensive variety of technical instructions in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, taste, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

The work environment is a fast-paced office environment and experiences frequent interruptions. While performing the duties of this job, the employee regularly works inside in an educational setting and has frequent, in-person contact with students, staff, coaches, volunteers, and members of the public, all of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment, both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in classrooms, offices, conference rooms, cafeterias, parking lots, gymnasiums, auditoriums, and hallways.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.