
POSITION DESCRIPTION

Independent School District No. 284
Wayzata, Minnesota 55391

This Position Description was revised in July 2022

- I. Title Position: **Administrative Professional, 10-Month, High School**
Unit: Administrative Professional
Classification: II
- II. Reporting Relationship:
The High School 10-Month Administrative Professional reports to the High School Associate Principal/Dean of Students and is responsible to them for the proper interpretation and performance of the duties and responsibilities of this position.
- III. Basic Function of the Position:
The High School 10-Month Administrative Professional acts as a liaison for students, parents, and the community conducting business with the high school staff. The Administrative Professional assumes and executes the duties and responsibilities of the position assigned by the supervising administrator. The Administrative Professional will collaboratively develop inter-office operating procedures.
- IV. Duties and Responsibilities of the Position:
- A. Serve as a confidential administrative professional including handling scheduling of appointments, coordinating the Student Support Team activities, and having access to, maintaining, and processing confidential items.
 - B. Provide guidance and assist the Student Support Team, students, staff, and parents in problem resolution.
 - C. Support staff, students, and co-workers in a confidential and cooperative manner.
 - D. Assist Associate Principal with projects related to their administrative responsibilities.
 - E. Function effectively and maintain effective work habits and concentration during constant interruptions while promoting a pleasant cooperative building atmosphere.
 - F. Monitor students sent to the office for behavior referrals.
 - G. Answer questions and make appropriate decisions to respond to situations as they arise when an Administrator/Dean of Students is not available.
 - H. Complete assignments/projects accurately and in a timely fashion.
 - I. Use Microsoft Office, Google Docs, Gmail, internet, voice mail, SIS (Skyward) and other related WHS database software in daily work.
 - J. Assist in covering all duties during breaks and absences of other administrative professionals for the alpha student support team floors.
 - K. Provide customer service to students, staff, administration, parents, and the community.
 - L. Communicate effectively on the telephone, take messages and route calls. Prioritize and identify the importance of calls as needed for the Associate Principal/Dean of Students, students, and staff.
 - M. Maintain records pertaining to tracking students' behavior and academic progress, including but not limited to preparing and disseminating information pertaining to trancies and suspensions.
 - N. Maintain attendance records.
 - O. Assist with mail distribution and inter-school communications.
 - P. Assist with the assignment of lockers and parking permits.
 - Q. Facilitate the maintenance of office areas and staff planning areas in a neat and orderly fashion.
 - R. Anticipate supply needs and order as necessary keeping appropriate records.
 - S. Observe, organize, and direct the work of the student assistants in the floor office.
 - T. Design and prepare correspondence/forms, record information, and distribute forms and correspondence to assist staff. Assist with copying and printing as requested.
 - U. Assist in preparation and organization of school activities, ie. back-to-business, open house, and parent/teacher conferences.
 - V. Perform other related duties and special projects as assigned.

- V. Supervisory Responsibilities:
None
- VI. Education and/or Experience:
High school diploma or general education degree (GED) and one-year previous office experience.
- VII. Certificates, Licenses and Registrations:
None
- VIII. Language Skills:
Basic knowledge of the English language.
- IX. Mathematical Skills:
Demonstrate ability to apply appropriate math skills in performing daily routines (i.e. percentages, ratios, basic math, etc.).
- X. Reasoning Ability:
Know, interpret and follow school policy. Apply common sense understanding to carry out instructions. Diffuse difficult situations. Prioritize office tasks to support an effective school and fulfill job responsibilities.
- XI. Other Skills and Abilities:
Must be detail-oriented. Ability to pass a typing test at 55 words per minute. Demonstrate computer skills on the current software in use. Ability to develop effective working relationships with students, staff, administration, parents, and the community. Maintain professional composure while dealing with a variety of personalities and situations. Show initiative and function as a self-starter. Communicate clearly and concisely with students, staff, administration, parents, and the community. Additionally, support and communicate with all staff by furnishing information, circulating messages, screening calls as necessary and assisting in other ways. Respond in emergency situations requiring staff, police, fire, and/or medical assistance.
- XII. Physical Demands:
Maintain orderly and efficient office areas and staff planning areas. Spend much of the day sitting at a computer. Ability to lift at least 25-pound items.
- XIII. Work Environment:
Fast-paced environment interacting with students, staff, administration, parents, and the community with multiple requests and concerns. Ability to work in an office with constant interruptions. Maintain orderly and efficient office areas and staff planning areas.