

CTE/DEAS Administrative Assistant

Williston School District #7

Job Title: CTE/DEAS Administrative Assistant
FLSA: Non-Exempt
Reports to: CTE Director and DEAS Principal

Job Summary

The Administrative Assistant provides comprehensive clerical, organizational, and customer service support to ensure the efficient daily operation of the Career and Technical Education (CTE) Center and Alternative High School. This position serves as the first point of contact for students, families, staff, and community partners while maintaining a welcoming, professional, and student-focused environment.

Essential Duties and Responsibilities:

- Answers incoming calls, visitor inquiries and monitors the entry doors for safety in compliance with district policy
- Assists educators, administration and support staff in the completion of projects and tasks as needed
- Collects payments and/or funds regarding student fees ensuring the accuracy and timely completion of transactions
- Reconciles transactions daily to ensure that the register has balanced
- Evaluates situations (e.g. involving other staff, students, parents, the public, police, probation department, etc.) for the purpose of taking appropriate action and/or directing to the appropriate personnel for resolutions.
- Greets all incoming visitors for the purpose of ensuring that guests sign in/out as required per district policy
- Maintains a variety of computerized and manual records, files, and department databases (e.g. information packets, rosters/listings, calendars, emergency student and staff information, department head personnel, emergency phone tree, all other general employee information needed to support daily operations complying with district, state and federal requirements
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring availability.
- Oversees student workers for the purpose of developing their office skills and ensuring their understanding of established policies and procedures
- Performs record keeping and general clerical functions (e.g. scheduling, copying, faxing, mailings, etc.) for the purpose of providing information and/or materials as needed
- Processes documentation and materials (e.g. mail, supplies, registrations, collections, work orders, forms, receipts, student database updates as appropriate for the purpose of disseminating information to appropriate parties for further action
- Responds to inquiries from a wide variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among department and/or providing direction as may be required
- Supports Principal and other administrative personnel for the purpose of assisting with their administrative functions as needed
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions

- Maintains office equipment, and work areas (e.g. cleaning, load supplies, clear paper jams, etc.) for the purpose of ensuring a safe working environment and the availability of items within a specific time frame
- Standard first aid to students, visitors and staff as needed
- Overseeing the daily operations of summer school per administration direction
- Manages and maintains school-related content on social media and webpage platforms in coordination with the WBSD7 Communications/PR Department for the purpose of ensuring timely and accurate communication.
- Updates website content as assigned (e.g., announcements, calendars, documents) for the purpose of maintaining current and accessible information; basic website skills required with training provided.
- Coordinates with building administration and district communications staff to gather and share school highlights, events, and important updates on a regular basis.
- Occasionally creates basic graphics and flyers in coordination with the WBSD7 Communications/PR Department and CTE staff for the purpose of promoting school events and sharing information.
- All other duties as assigned by administration.

Supervisory Responsibilities:

This job has no supervisory responsibilities

Job Requirements: Minimum Qualifications

SKILLS:

Excellent written and verbal communication skills. Effective problem-solver. Highly organized and detail-oriented. Ability to handle multiple deadlines and prioritize tasks appropriately.

TECHNOLOGY SKILLS:

Competency in Microsoft Suite programs as well as online portals

EDUCATION and/or EXPERIENCE:

High school diploma or equivalent required. Several years of experience in administrative support roles or office management

PHYSICAL DEMANDS:

While performing the duties of this job, the employee is regularly required to sit, use hands, and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms. The employee must occasionally lift and/or move up to 25 pounds.

TERMS OF EMPLOYMENT:

This is a full-time, hourly position paid in accordance with the approved district wage scale and based on qualifications and experience. The position follows a 228-work day annual calendar, with daily work hours and schedule established by the district. Employment is subject to district policies, procedures, and applicable state and federal regulations. Benefits eligibility, leave provisions, and holidays will be provided in accordance with district policy and applicable employment agreements.

Employee Signature

Date