



<b>Assignment:</b>	Administrative Assistant: Assistant Office Manager		
<b>Group:</b>	ESP	<b>FLSA Status:</b>	Non-Exempt
<b>Required Education:</b>	High School Diploma or Higher		
<b>Location:</b>	Elementary / Junior High Schools	<b>Terms:</b>	10 Month
<b>Supervisor:</b>	Building Administrators		

**JOB GOAL:** To assist the building administrators and Office Manager in the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized. This is secretarial/clerical work involving a wide variety of duties to assist the Office Manager to assist the Office Manager.

**Qualifications:**

- Must have business/technical training and secretarial experience or an equivalent combination of training, education, and experience.
- Must have knowledge and experience in the use of computers as well as use various types of software applications, modern office practices, procedures and additional equipment (prefer Word, Excel and Google Docs).
- Must be able to keyboard accurately and rapidly as well as use various types of software applications.
- Must be able to accept both oral and written instructions, organize and apply them in order to accomplish the task assigned.
- Must work effectively and demonstrate exemplary interpersonal skills in dealing with students, staff members, and parents.
- Must project a positive image of the district to staff, students, parents, and visitors.
- Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.
- Must have the ability to travel to/from various locations in the district as needed.

**Preferred Qualifications:**

Supports activities within the school office to provide for smooth and efficient operations allowing the school administrators' focus to be on the educational process by:

- Creating a positive and welcoming environment with a customer service focus;
- Contacting families to confirm student absence and notifying appropriate administrator of possible concerns;
- Accurately and regularly managing the student database with a primary focus on student attendance data and printing report cards;
- Coordinating and reporting school repairs and/or loss of student equipment, textbooks, etc;
- Coordinating process related to textbook ordering and inventorying within the school;
- Serving as primary school liaison with regard to coordinating field trips with Transportation, School Nutrition, and Education Services as necessary;



- Maintaining school activities in Facility Use system;
- Assisting with communications between parent and/or Transportation Dept. and school;
- Providing assistance in the management and facilitation of request of substitute teachers' placement within the school;
- Assisting with the student registration process within the school including follow-up assessments, scheduling, fee collection, and student residency compliance;
- Assisting with the purchasing process within the school in accordance with proper internal controls;
- Supporting school office staff to ensure proper coverage and reflective of the needs of families, students and staff including the health office;
- Assisting in the coordination in the development and/or drafting of school based communications;
- Assisting in the monitoring of the contents of Cumulative Student Record files in accordance with district procedures;
- Complying with proper internal controls with regard to cash-related activities;
- Assisting with school calendar so that it is properly maintained and communicated;
- Sorting and distributing of school's mail;
- Coordinating scheduling of volunteers and/or Senior Citizen support program; and all other activities as assigned by the school and/or district administrators.

## CORE COMPETENCIES

- Highly ethical and able to maintain confidentiality.
- Demonstrates professional conduct at all times.
- Committed to continuous improvement and data based decision-making.
- Displays quality work through accuracy and attention to detail.
- Effective written, verbal, and technology based communication skills.
- Works effectively and productively as a member of a team.
- Exhibits a service orientation.
- Demonstrates technology skills as required by job responsibilities.
- Excellent attendance and punctuality.

## Physical Activity Requirements

- Routine physical activity associated with a normal school environment.
- While performing the duties of this job, the employee is regularly required to speak and hear to exchange information.
- The employee is frequently required to stand and walk. The employee is occasionally required to sit; climb and balance; bend at the waist, stoop, kneel, and perform work which involves occasional lifting, pushing and or pulling of objects up to 20 lbs.
- Specific vision abilities required by this job include close visual acuity, preparing and analyzing data, viewing computers, and extensive reading.

## EVALUATION: Building Administrators