Job Description – Administrative Assistant to the Assistant Principals – High School

Primary Function: Under the direction of the Assistant Principals, completes detailed and written work and coordinates other matters essential to the efficiency and effectiveness of the school assistant principals.

Responsibilities/Duties:

Instructional Strategies

- Assists students, teachers, and parents as needed, fostering an attitude of cooperation and good public relations
- Types written correspondence for the assistant principals and routes it appropriately
- Helps with incoming calls, takes reliable messages and routes to appropriate staff
- Maintains proper files to include, but not limited to, inventory of school supplies, mailing lists and office communication
- Places orders, receives or distributes supplies and equipment
- Prepares meeting agendas, campus calendar, staff rosters and campus communication, as requested
- Calls for substitute teachers when necessary, making sure all classes are covered
- Maintains a daily teacher absence log and the records for substitute teachers, monitors personnel time records to include sick leave, vacation and personal leave
- Schedules meetings and appointments and maintains calendar for the associate/assistant principal, as needed
- Maintains campus files for the assistant principals on personnel, correspondence, budget matters, etc.
- Complies with state, district and school policies and regulations concerning primary job functions
- Maintains all incoming funds and issues receipts if instructed by the assistant principals

Other

- Demonstrates behavior that is professional, ethical and responsible
- Serves as a role model for all district staff
- Participates in approved professional development opportunities
- Performs other duties as assigned

Knowledge and Abilities:

Knowledge of:

- Proficient typing and word processing skills
- All office equipment and file maintenance
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Operation of a computer and assigned software

Ability to:
- Perform basic arithmetic with some understanding of accounting procedures
- Work independently with little direction
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Maintain regular and consistent attendance
- Analyze situations accurately and adopt an effective course of action
- Meet schedules and time lines
- Plan and organize work

Education/Licenses/Experience: High school diploma or equivalent. Minimum one year of clerical experience, preferably in a public education environment.

Working Conditions:

Mental Demands: Work with frequent interruptions; maintain emotional control under stress.

Physical Demands/Environmental Factors: Frequent walking, standing, bending/stooping, reaching, pushing/pulling, and twisting; repetitive hand motions including frequent keyboarding and use of mouse and technology hardware; frequent reaching.

Lifting/carrying – Lifting 15-44 pounds; frequent sitting, standing, walking, climbing, stooping/crouching/kneeling, pulling/pushing, reaching; repetitive hand motions; prolonged use of computer.

Calendar and Salary Range: 192 work days. See current paygrade on the Clerical Compensation Plan.

Revised: 5/28/25

The foregoing statements describe the general function and responsibilities assigned to this job and are not an exhaustive list of all responsibilities and duties that may be assigned or skills that may be required.

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Employee Signature   Date