

## **Job Description**

Title: School Administrative Assistant

Qualifications:

1. A reasonable degree of proficiency in typing/dictation skills, to include computer literacy.
2. Working knowledge of basic office procedures and operations of common office equipment and machines.
3. Previous secretarial experience is preferred.
4. High school diploma and/or secretarial training.
5. Any other alternatives to the above qualifications the Board may find appropriate and acceptable.

Reports To: Building Principal

Terms of Employment: A variable length contract with salary and fringe benefits established by the Board.

Job Goal: To assure 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.

Performance Responsibilities:

1. Performs the usual office routines and practices associated with a busy yet productive and smoothly run office.
2. Receives and routes all incoming telephone calls.
3. Maintains a daily teacher attendance log and concomitant records for substitute teachers.
4. Maintains the activity account cash flow records, deposits all cash and submits deposit receipts to central office.
5. Maintains the building level purchase order system records.
6. Maintains accurate records of meal ticket sales for the lunch program.
7. Maintains students records, current and permanent, on computer, recording all grades and pertinent information as directed by the principal.
8. Greet all visitors, arranging for their comfort and directing them to the person desired so as to accommodate the intent of their visit to the school.
9. Assist staff with preparation of instructional materials if office equipment is to be used.

Evaluation: Performance will be evaluated in accordance with the provisions of the Board's policy on evaluation of support staff.

Adopted: February 21, 1991