

POSITION DESCRIPTION COLCHESTER SCHOOL DISTRICT

POSITION TITLE: CHS Administrative Assistant

GENERAL DESCRIPTION: The Principal's Administrative Assistant performs a variety of interpersonal, secretarial, and organizational responsibilities which contribute to the efficient management and coordination of assigned school based tasks.

WAGE CATEGORY: Grade C. Non-Exempt (hourly)

TERMS OF EMPLOYMENT: Per School Board and Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

REPORTS TO: Building Principal

EVALUATION: Performance in this position will be evaluated annually, in person and in writing, by the Building Administration consistent with the process described in the School Board/Support Staff Agreement if position exceeds 20 hours per week; otherwise, per current Handbook for Non-Union Support Staff Personnel.

QUALIFICATIONS:

1. Business education training and experience working in a busy office environment; preferably a school setting.
2. Superior word processing and excellent communication/interpersonal skills.
3. Previous experience and/or ability working with children or adolescents.
4. Flexibility, initiative, and a broad background in computer applications/programs.
5. Demonstrated ability to plan, organize, problem solve, and manage conflict.
6. Commitment to the School District's mission and Strategic Plan.

PERFORMANCE RESPONSIBILITIES:

1. Serve as the school office coordinator; receive/distribute messages, screen callers, greet students/visitors, respond to inquiries; and model standards or strict confidentiality.
2. Word process routine correspondence and personnel information as requested by the administration.
3. Assist and help maintain all student data in collaboration with the administration.
4. If applicable assist the building administration with the recruitment, training, and assignment of student office aides/clerical aides, as appropriate.
5. Maintain and update all office files, copier/telephone codes, master calendar for building administrators as well as Teacher/Student Handbooks.
6. Oversee clerical functions related to the opening of the school year.
7. Oversee clerical functions related to the end of the school year.
8. Other duties and responsibilities designated by the school Principal and other building administrators.
9. Manage incoming correspondence in the absence of the Bookkeeper and manage all calls for the Principal.
10. Process parent or student requests for homework assignments.
11. Word process routine correspondence and other data assigned by the Principal.
12. Manage student attendance in collaboration with the Assistant Principal.

13. Manage special projects for the administration (Awards Night, Student of the Month Lunch, School Assemblies, Class Night, Graduation, Parent Conference Day, Open House, School Report Night).
14. Maintain the data file, the Principal's school files, and the staff information module in SASI.
15. Manage all correspondence for the Principal (i.e. the Principal's mail, phone calls, and appointments).
16. Demonstrate a general knowledge of major school events and/or activities.
17. Prepare, edit, and collaborate with other staff on publishing The Laker View.
18. Maintain and update the master school calendar and supervise the building process.
19. Participate as a team member to complete any office tasks as needed.
20. Manage all local, state, and national reports in conjunction with the Assistant Principal.
21. Other duties as assigned by the Principal.

WORKING CONDITIONS:

- Noise Level in the work environment is moderate
- Occasionally exposed to outside weather conditions

PHYSICAL DEMANDS:

- Regularly required to sit, use hands to finger, or handle
- Regularly required to talk and hear
- Occasionally required to stand and walk
- Regularly required to reach with hands and arms
- Occasionally lift and/or move up to 25 pounds

Last Updated 10/22/09