

**POSITION DESCRIPTION
COLCHESTER SCHOOL DISTRICT**

POSITION TITLE: School Administrative Assistant

GENERAL DESCRIPTION: The School Administrative Assistant performs a variety of interpersonal, secretarial, and organizational responsibilities that 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, Other School Administrators

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. Knowledge and experience with bookkeeping and accounting practices.
2. Business education training, degree preferred, and experience working in a busy office environment; preferably a school setting.
3. Previous experience and/or ability working with children or adolescents.
4. Superior word processing and excellent communication/interpersonal skills.
5. Flexibility, initiative, and a broad background in computer applications/programs.
6. Demonstrated ability to plan, organize, problem solve, and manage conflict.
7. 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 of strict confidentiality.
2. Word process all routine correspondence and personnel information as requested by the administration.
3. Prepare payroll information and purchase order transmittals for Principal's signature; forward to Central Office in a timely manner.
4. Assist and help maintain all student data in collaboration with building administration.
5. Record all employee absences and verify substitute data.
6. Verify all incoming orders/materials against purchase orders; submit to central office for payment.
7. Maintain petty cash, student activity accounts, and school passbooks.
8. Assist building administrator(s) in preparing, administering, and managing the school's operational budget.
9. Maintain an inventory of office supplies; recommend reorders or bids as needed.
10. If applicable assist building administration with the recruitment, training, and assignment of student office aides/clerical aides, as appropriate.
11. Assign substitute teachers and support staff in collaboration with the principal/building administrators.
12. Maintain and update all office files, copier/telephone codes, a master calendar for building administrators, and Teacher/Student Handbooks.
13. Oversee clerical functions related to opening of the school year.
14. Oversee clerical functions related to the end of the year.
15. Other duties and responsibilities designated by the school principal and other building administrators.

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