

JOB DESCRIPTION – ADMINISTRATIVE ASSISTANT

JOB TITLE: Administrative Assistant
DEPARTMENT: Chequamegon School District
REPORTS TO: Building Principal
WORKERS SUPERVISED: None

POSITION SUMMARY: Responds to inquiries at school site/district office from staff, students, parents, the public, etc.; providing requested information and/or referral to other parties; directing visitors; and providing clerical support to site administrators. Support the broad array of services provided to students, parents, instructional and support employees.

QUALIFICATIONS:

Education: Training in vocational schools, related on-the-job experience, or an associate's degree.

Experience: Previous work-related skill, knowledge, or experience. One or two years of training involving both on-the-job experience and informal training.

AODA Statement: The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

ESSENTIAL JOB FUNCTIONS/TASKS:

Administrative Office:

1. Answers school site telephone system for the purpose of responding to inquiries, transferring calls, and/or taking messages.
2. Greets visitors (e.g. public, parents, students, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with District policies regarding building security.
3. Maintains inventory of forms, activity calendar, etc. for the purpose of ensuring availability of items and/or schedules of activities.
4. Maintains telephone and/or intercom systems (e.g. voice mail, work orders, system orientation, updating extensions, etc.) for the purpose of providing essential telephone communications within the school system.
5. Performs record keeping and general and project specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
6. Processes documents and materials (e.g. announcements, call slips, bell schedule adjustments, etc.) for the purpose of disseminating information to appropriate parties.
7. Receives deliveries, mail, supplies, messages, keys, etc. for the purpose of disseminating materials to appropriate parties.
8. Responds to emergency calls for the purpose of notifying appropriate parties to address immediate safety and/or security issues.
9. Screens inquiries of staff, students, parents, the public, etc. (e.g. phone calls, visitors, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.

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Student Body:

1. Assign lockers to students, grades 9 through 12.
 2. Schedule school-wide and classroom special presentations/programs, grades K-12.
 3. Arrange student portraits (K-12 and preschool), spring and fall:
 - Prepare news releases regarding student photos.
 - Implement distribution of information packets and photo packets.
 4. Work with contracted class ring representative. Schedule ordering and distribution dates.
 5. Oversee various senior graduation details.
 - Work with contracted graduation product representative. Schedule ordering and distribution dates.
 - Graduation program – order cover, compose and process program.
 - Order graduation diplomas and secure board and administrator signatures.
 - Order valedictorian and salutatorian awards.
 - Order gold and silver honor cords for honor graduates according to policy.
 - Compile graduation information and photo disk for news media release.
 - Organize and conduct graduation practice, luncheon, and graduation ceremony.
 6. Manage and maintain student Release of Records file for new and transferring students.
 7. Collect and process records of transferring students.
 8. Meet with all new students and their families and provide information packet and registration forms.
 9. Process and distribute incoming new student records.
 10. Assist in the collection of class fees.
 11. Assist with end-of-year withdrawal.
 12. Collect and compile information and prepare high school awards day program.
 13. Prepare award certificates.
 14. Collect, compile, and prepare news article on high school award recipients.
 15. Update, prepare, and distribute student handbooks – elementary, middle school/high school, and activity handbooks.
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ESSENTIAL REQUIREMENTS:

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

Administration and Management — Knowledge of business and management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.

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ABILITIES:

Written Comprehension — The ability to read and understand information and ideas presented in writing.

Oral Comprehension — The ability to listen to and understand information and ideas presented through spoken words and sentences.

Speech Recognition — The ability to identify and understand the speech of another person.

Written Expression — The ability to communicate information and ideas in writing so others will understand.

Speech Clarity — The ability to speak clearly so others can understand you.

Information Ordering — The ability to arrange things or actions in a certain order or pattern according to a specific rule or set of rules (e.g., patterns of numbers, letters, words, pictures, mathematical operations).

Deductive Reasoning — The ability to apply general rules to specific problems to produce answers that make sense.

Problem Sensitivity — The ability to tell when something is wrong or is likely to go wrong. It does not involve solving the problem, only recognizing there is a problem.

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are essential to the performance of this job, and non-essential job functions include those that are considered incidental or secondary to the overall purpose of this job.

This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other job-related duties as requested by management. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

Approval:

Employee

Date

Manager

Date