

DURANGO SCHOOL DISTRICT 9-R

JOB DESCRIPTION

Job Title: Administrative Assistant to Elementary Principal
Job Family: Administrative Support
Department: School Based
Typical Work Year: 10-12 months

Pay Grade: ESP Salary Schedule
FLSA Status: Non-exempt
Prepared Date: July 1, 2015, rev. 7/1/18

SUMMARY: Responsible for providing and coordinating administrative assistance to the elementary school principal and designated staff. Duties include screening and directing phone calls and visitors; responding to inquiries and requests; coordinating meetings and projects; preparing reports; coordinating personnel data; maintaining budgets and records; assisting in health clinic when Health Service Provider is unavailable. Duties may include maintaining the student records data base and student files and maintaining student attendance – in schools where these functions are performed by another Administrative Assistant, the Principal will adjust the percentages in the essential duties and responsibilities accordingly and sign off on that adjustment with the employee.

ESSENTIAL DUTIES AND RESPONSIBILITIES: *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The frequency and percentage of time of duties may vary based on building assignment.*

- D 25% Provide administrative/secretarial support to the Principal and other designated staff by composing, typing, word processing and/or formatting correspondence, newsletters, handbooks, reports and programs; coordinating/assisting with meetings and projects, taking, typing and distributing meeting minutes; maintaining and updating master calendar for the school year; coordinating building use with the Facilities Use Department; creating and maintaining filing systems; preparing/distributing mail; maintaining and verifying building fixed asset inventory; issuing and tracking building keys; and other related duties.
- D 20% Maintain student records database and student files, including, but not limited to, inputting and updating student information, withdrawing students, preparing registration packets and maintaining accurate class lists. Retrieve information from database for required or requested reports, class lists, student directories, transcripts, etc. Maintain student attendance by listening to messages on attendance line, contacting parents, entering absences and tardies into the computer, running attendance reports and typing and mailing attendance letters to parents. Coordinate information with parents, administration, and counselors as appropriate.
- D 10% Greet, welcome and assist all staff, students, parents, community members to the school. Answer phones, provide information, take and deliver messages and direct callers to appropriate individual. Assist visitors, answer inquiries, provide information and direct to appropriate school areas. Diffuse conflicts and/or difficult situations as needed in the school office. Monitor students sent to the school office for disciplinary reasons.
- D 10% Monitor building visitors, visitor sign-in procedures, student sign-in and sign-out procedures and building activities including crisis situations such as building evacuations, lockdowns, emergency situations and safety procedures. May initiate crisis procedures in the administrator's absence with direction from appropriate officials.
- D 20 % Perform personnel management functions including managing employee time and attendance by tracking daily absences, entering time and attendance data and submitting related reports, managing substitute coverage for the building, maintaining and updating all personnel changes, preparing various payroll documents and scheduling interviews. Maintain confidentiality of all related data.
- D 10% Assist with financial duties for the school including monitoring school budget(s) and reporting variances to supervisor; maintaining bookkeeping-related databases; performing purchasing card requisitions; receiving, inventorying and delivering incoming shipments; maintaining and organizing invoices and packing slips; collecting monies for fundraisers, fines, fees and other activities; preparing and making bank deposits; creating and submitting reports to Financial Services; managing petty cash account and reimbursement checks; reconciling school accounts and bank statements; and processing monthly budget

reports after supervisor's review.

Ongoing 5% Perform other duties as assigned, including providing back-up coverage to other positions, assisting students in the health clinic and contacting parents/guardians as necessary. Clinic duties may include assisting students with minor injuries and illnesses, dispensing authorized medication, contact parents or emergency medical personnel if needed and keeping accurate records of care given.

EDUCATION AND TRAINING: High school diploma or equivalent.

EXPERIENCE: Experience is preferred but may not be necessary for hiring.

CERTIFICATES, LICENSES, & REGISTRATIONS: Criminal background check required for hire. CPR and First Aid training preferred at hire; required one month after hire. Meds administration required one month after hire.

TECHNICAL SKILLS, KNOWLEDGE, & ABILITIES:

- Oral and written communication skills.
- English language skills; multilingual skills preferred.
- Interpersonal relations skills.
- Personal computer and keyboarding skills.
- Customer service and public relations skills.
- Critical thinking and problem solving skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks/priorities with frequent interruptions.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures.
- Ability to communicate, interact and work effectively and cooperatively in a team setting
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Office, email/calendar systems, financial software, publishing software.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, E-mail, etc.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

Reports to: Building Principal or Principal Designee

Direct Reports: This job has no supervisory responsibilities

BUDGET AND/OR RESOURCE RESPONSIBILITY: Assists with monitoring building budget.

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: *The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

PHYSICAL ACTIVITIES:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand			X	
Walk			X	
Sit				X
Use hands to finger, handle or feed			X	
Reach with hands and arms			X	
Climb or balance		X		
Stoop, kneel, crouch, or crawl		X		
Talk				X
Hear				X
Taste	X			

Smell	X			
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WEIGHT and FORCE DEMANDS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds				X
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

MENTAL FUNCTIONS:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy				X
Coordinate			X	
Instruct		X		
Compute			X	
Synthesize		X		
Evaluate		X		
Interpersonal Skills				X
Compile			X	
Negotiate		X		

WORK ENVIRONMENT:	Amount of			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or humid conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			
Exposure to bodily fluids		X		

VISION DEMANDS:	Required
No special vision requirements.	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	
Peripheral vision	
Depth perception	
Ability to adjust focus	X

NOISE LEVEL:	Exposure Level
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

The signatures below indicate that job description has been reviewed by the employee with the supervisor.

Employee Name (Print)

Employee Signature

Date

Supervisor Name (Print)

Supervisor Signature

Date