

Maercker School District 60
JOB DESCRIPTION

TITLE: SCHOOL OFFICE ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. Administrative assistant experience preferred.
2. Ability to meet and interact with public and employees with tact, courtesy and discretion.
3. Knowledge of up-to-date school office practices and procedures.
4. Embrace and appreciate cultural differences.
5. Willingness to learn and adapt to change.
6. Computer literacy, including but not limited to, Microsoft Office Suite.

REPORTS TO: Building Administrator

JOB GOAL: To assist in the operations of the school.

ESSENTIAL FUNCTIONS:

1. Listening, speaking skills.
2. Communicates professionally verbally and in writing.
3. Able to problem solve.
4. Exhibits initiative.
5. Maintains confidentiality
6. Operating computers and other office equipment.
7. Moving and lifting of materials, supplies, etc.
8. Reaching high and low shelving and/or files.
9. Using arm and hand to perform various tasks.
10. Visually observing individuals.

SUPERVISES: N/A

PERFORMANCE RESPONSIBILITIES:

1. Ensure vigilant implementation of safety protocols.
2. Organize and maintain an efficient and effective school office that handles a variety of tasks for the administration, faculty, students, and parents of the school.
3. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the building administrator.

4. Responsible for implementing and monitoring the enrollment, registration and scheduling processes in collaboration with the building administrator
5. Responsible for maintaining accurate files, both paper and in the District's student management system.
6. Keep informed about school and district activities, requirements of the law and code, board policy and regulations, and other information necessary for the functioning of the office.
7. Implements and maintains an effective and efficient bookkeeping system, places and tracks supply orders, prepares basic reports, collects fees, etc.
8. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and support the building administrator with the completion of his/her responsibilities. Complete all monthly and year end reports within designated timelines.
9. Welcome and interact with public and employees in routine situations with tact, discretion and courtesy.
10. Communicate to the building administrator any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, any medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
11. Compose professional communications using appropriate technology, including, but not limited to, e-mail, letters, bulletins, and on-line postings.
12. Initiate professional growth through independent and collaborative staff development and workshop programs.
13. Perform other job-related duties as assigned, including providing backup coverage to other school positions, assisting students in the health office (utilizing appropriate first-aid training) and contacting parents/guardians as necessary.

CONDITIONS OF EMPLOYMENT:

1. Employment determined by the school calendar.
2. Established by the Board of Education as documented in the Education Support Personnel Handbook.

EVALUATION:

Performance is evaluated by the building principal in accordance with Board of Education Policy and outlined in the Education Support Personnel Handbook.