

TIMBERLANE REGIONAL SCHOOL DISTRICT- SAU #106

POSITION TITLE: Administrative Assistant cc1134, 2224,
Date: 2/21/24
Reports to: Building Principal Supervises: No Affiliated Position: TAAM Terms of Employment: Full Time Year-Round Non-Exempt

SCOPE:

Under the direction of the Principal, this position will perform a variety of specialized and complex administrative support duties. The Administrative Assistant will coordinate, organize, oversee, and perform everyday clerical and administrative responsibilities to ensure smooth and efficient office operations in an academic environment

POSITION DUTIES AND RESPONSIBILITIES:

- Greets office visitors, including students, parents, faculty, officials and members of the community.
- Answers incoming telephone calls. Forwards all calls and messages in a professional manner.
- Work with volunteer students, and may be responsible for providing general office training and oversight support.
- Set up and maintain files, correspondence, student/staff lists.
- Maintains building databases when assigned.
- Sorts and processes incoming mail and materials/supplies.
- Maintains the inventory of all building and equipment supplies. Oversees maintenance of office equipment including copier, fax machine, postage machine, etc.
- Generates and maintains the student and teacher handbooks and other school specific manuals.
- Prepares purchase orders, checks materials received by verifying packing slips to invoices, and distributes materials within the building.
- Maintains and balances checkbooks for student activity funds (MS and HS only)
- Monitors student behavior in the office when necessary and maintains logs as assigned.
- Monitors budget spending, advises administrators and staff of status of budget.
- Arranges school-wide functions as assigned including facility requests.
- Assist with field trips arrangements and process transportation requests as needed.
- Coordinate substitutes for staff absences
- Maintain records on student and staff attendance
- Cover job responsibilities for other office staff when absent.
- Maintains confidentiality of information.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration and co-workers.
- Must comply with all Timberlane School District policy and building / department rules, procedures, practices, and objectives.
- Performs other tasks and assumes other responsibilities as assigned by their supervisor.

MINIMUM QUALIFICATIONS:

Education and Experience:

- High School Diploma
- Administrative experience working in a school district preferred.

Necessary Knowledge, Skills, and Abilities:

- Ability to effectively communicate with district personnel, schools, the community, and families.
- Computer proficiency including Microsoft Office Suite and remote meeting platforms, such as Zoom.
- Excellent writing and oral communication skills
- Ability to work independently and in a team setting.
- Attention to detail and organized.
- Excellent customer service skills
- Thorough knowledge of modern office procedures, practices, and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Ability to maintain confidentiality at all times.
- Ability to prepare correspondence according to standard business practices.
- Ability to successfully multi-task within a role.
- Ability to accurately and expeditiously type correspondence, reports, and memoranda.
- Ability to understand and follow oral and/or written policies, procedures, and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

LICENSURE AND CERTIFICATION REQUIREMENTS:

None required

PHYSICAL ACTIVITY REQUIREMENTS:

Primary Physical Requirements:

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

Hand Manipulation:

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
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2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, typewriter, copy and FAX machine, postage meter, calculator and file cabinet

Other Physical Consideration:

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

Cognitive and Sensory Requirement(s):

1. Talking	Necessary for communicating with others.
2. Hearing	Necessary for receiving instructions and inquiries.
3. Sight	Necessary for doing job effectively and correctly.
4. Tasting and Smelling	Not required

Summary of Occupational Exposures: Office environment and may be subject to cleaning products
Applicants will be subjected to a criminal background check required by state law.

The above statements are intended to describe the general nature and level of work being performed by people assigned to do this job. The above is not intended to be an exhaustive list of all responsibilities and duties required.

**External and internal applicants, as well as position incumbents who become disabled as defined under the Americans With Disabilities Act, must be able to perform the essential job functions (as listed) either unaided or with the assistance of a reasonable accommodation to be determined by management on a case by case basis.*