

**NORTHAMPTON COUNTY SCHOOLS JOB DESCRIPTION**

**JOB TITLE: ADMINISTRATIVE ASSISTANT - SCHOOL LEVEL**

 **GENERAL STATEMENT OF JOB**

This position serves as assistant to the principal and as facilitator for the school/public being served in communicating information, problem solving, material acquisition, cash handling, record keeping and building usage. This position provides full spectrum administrative support to the school principal and his or her staff including matters of a confidential nature. Handles daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time. Must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions. Reports to the Principal.

**SPECIFIC DUTIES AND RESPONSIBLITIES**

**ESSENTIAL JOB FUNCTIONS**

Provide administrative support to building principal including, but not limited to preparation of presentations, budget, minutes, tracking, calendar management, travel and room arrangements and correspondence to staff, parents, students and community members.

Track, maintain and report on school budget including processing and purchasing supply requests in compliance with District policy (ies) and procedure, maintain inventory of supplies, track balances and provide reports.

Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.

Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format.

Manage substitute teachers, employee time sheets, and leave logs.

Maintain petty cash account and prepare cash boxes for student activities; receive all incoming funds.

Coordinate school office administrative needs.

Independently answer routine questions and correspondence from parents, staff and students not requiring the supervisor’s attention.

Complete a high volume of computer work, using District computer programs, to input high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.

Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.)

Troubleshoot office machinery (copy, fax etc.) coordinating maintenance and supply inventory.

Manage special projects as assigned by principal.

Prepare and assign cash boxes for events. Reconcile boxes upon return. Maintain accounts for ASB, maintaining accurate and updated files. Prepare weekly deposit for ASB account and deliver to bank.

Maintain school Visa, Costco and other cards safely.

Monitor postage meter and refill as required.

Maintain school accounts including fees, program accounts for staff (fundraising, fairs, etc.), sports, making deposits and reporting.

Maintain accurate and complete records of deposits and expenditures, providing monthly reporting

Appropriately maintain and secure confidential student and personnel records and inquiries.

Professionally represent the school and the District in interactions with parents, community, staff, and students.

Supervise students in main office area, lunch area or halls. Refer students to principal and contact parents as necessary.

Troubleshoot office machinery (copy, fax etc.) coordinating maintenance and supply inventory.

Maintain appropriate certifications and training hours as required.

Comply with applicable District, state, local and federal laws, rules and regulations.

Update school bulletin boards and calendars.

Attend work regularly.

Occasionally perform work beyond a standard 40-hour work week when work-load requires.

**MINIMUM TRAINING AND EXPERIENCE**

Graduation from high school and demonstrated ability to speak, understand, read and write; three to four years' related experience in typing, general clerical and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

**Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict;

maintaining confidentiality; listening to others without interrupting; keeping emotions under control;

remaining open to others’ ideas and contributing to building a

positive team spirit. Demonstrated ability to successfully work with adolescent students and public.

**Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, regulatory agencies or members of the community. Ability to effectively present information to principals and the Superintendent. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to write reports and business correspondence.

**Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs.

**Reasoning Ability:** Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram or schedule form.

**Intelligence:** Requires the ability to apply principles of logical or scientific thinking to define problems, collect data, establish facts, and draw valid conclusions; to interpret an extensive variety of technical instructions in mathematical or diagrammatic form; and to deal with several abstract and concrete variables.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, to give oral and written instructions. Must be able to communicate effectively and efficiently in a variety of technical or professional languages including educational and legal terminology.

**Numerical Aptitude:** Requires the ability to utilize mathematical formulas; to add and subtract; multiply and divide; utilize decimals and percentages; and to apply the principles of descriptive statistics, statistical inference and statistical theory.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape.

**KNOWLEDGE, SKILLS AND ABILITIES**

Ability to contact administrative staff as appropriate should situations become difficult when attempting to assist any visitor.

Ability to communicate with various groups of people, including communication with parents, teachers, transportation, administrators and outside agencies

Ability to adapt to changing work priorities

Ability to meet deadlines and schedules and independently set priorities

Ability to work as a team member with colleagues

Ability to communicate applicable policies and procedures as necessary with general knowledge of the characteristics and components of the District

Ability to maintain confidentiality in all matters.

**PREFERRED QUALIFICATIONS**:

Ability to communicate in Spanish and English

Ability to use office software and office equipment, including Microsoft Word, Excel, Google, school-related software, copies, and fax machines

Experience with handling constant interruptions, inflexible deadlines, and changes to normal routines

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| **ACKNOWLEDGEMENTS** |
| The following signatures acknowledge that the supervisor has verified the accuracy of the position description, has discussed position requirements with the employee, and has advised the employee of work performance expectations |
|  |  |
| *Reviewed by: Employee's Signature* | *Date* |
|  |  |
| *Approval by: Supervisor's Signature* | *Date* |
|  |
| The completed and signed position description shall be maintained at the employee’s work location, shall be reviewed with the employee by his or her immediate supervisor, should be revised as required, and shall serve as the basis for all required evaluations. |

**DISCLAIMER**

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.