

TITLE: MS/HS Administrative Assistant
QUALIFICATIONS: HS Diploma, Must be able to type or have sufficient keyboarding skills, Must be able to use and maintain office machines, Must be reliable and able to keep proper confidences, Must be computer literate, Three years of Clerical or equivalent of education and experience.
SUPERVISOR/REPORT TO: MS/HS Principal

DUTIES AND RESPONSIBILITIES:

1. Act as receptionist for the office.
2. Maintain records:
 - a. Of teacher absenteeism.
 - b. Of the use of substitute teachers.
3. Keep records of the student fees collected from:
 - a. Insurance.
 - b. Pictures.
 - c. Any other source, which might involve money, collected from students.
4. Issue receipts for those items in Item 3.
5. Be responsible for balancing these accounts and forwarding the money to the administration office.
6. Maintain the property accounting records for the building.
7. Prepare the daily student and faculty bulletin.
8. Prepare daily and weekly activity calendars.
9. Prepare and maintain confidential student personnel records.
10. Keep an accounting of supplies on order.
11. Assist with the storage of incoming supplies.
12. Keep daily and weekly attendance records.
13. Keep hourly attendance records.
14. Prepare the necessary attendance reports and send to parents.
15. Sort or supervise incoming mail and route it to the proper persons.
16. Process the principal's mail.
17. Assist in the compilation and preparation of information necessary for the completion of state and national reports.
18. Assist the principal in processing replies to prospective job applicants.
19. Prepare the graduation list and make sure the names are correctly spelled.
20. Order diplomas and on receipt check the names against the list.
21. Create and maintain the class lists.
22. Obtain, store, and distribute when requested all district request forms.
23. Prepare and mail letters to parents.
24. Keep a record of the students who drop out of school and the reason for such action.
25. Supervise student assistants.
26. Maintain an efficient filing system.

27. Proficient in Microsoft Office and use up-to-date technology to support instruction; including promethean board use and other electronic devices for assessment and content.
28. Duties on snow days will be determined by the principal.
29. Duties as assigned.

It is understood that all situations cannot be covered in this job description. The best interests of the school, the students, and the staff will be considered in all circumstances and handled by the administration quickly and fairly. Each situation is different and will be handled on an individual basis.

Agreed to by: _____
Employee

Date: _____

Approved by: _____
Superintendent

Date: _____

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