

Policy No: 412.01 R5  
Adopted: 4-13-2015  
Revised:

## **JOB DESCRIPTION-ADMINISTRATIVE ASSISTANT**

The building/office administrative assistant is an "at-will" employee who is assigned, supervised, and evaluated by the superintendent of schools. The duties shall include, but not be limited to, the following:

1. Making, requesting, up-dating, or sending student cumulative records.
2. Maintaining attendance records.
  - A. Collect first period attendance.
  - B. Record attendance on permanent records at the end of the school year.
  - C. Enter each student that is absent or tardy into the student information system.
  - D. Prepare perfect attendance reports at end of each "nine-week" period. Have perfect attendance list available for conferences and mail/e-mail the list to the local newspapers.
3. Maintaining confidentiality of sensitive information related to staff, students, and parents.
4. Maintaining cordial contacts and working relationships with all personnel, students, patrons, and vendors.
  - A. Relaying messages to staff, students, and parents.
  - B. Attending to minor health needs in the absence of the school nurse.
  - C. Greeting and directing all visitors in a pleasant and courteous manner.
5. Assisting the superintendent and principal in carrying out their duties.
  - A. Do typing as needed.
  - B. Assisting in the preparation of local, state, and federal reports.
  - C. Developing and up-dating forms necessary for the operation of the building.
  - D. To assist in the smooth, efficient operation of the school and its business affairs, (This is the primary goal.)
  - E. The Secretary will complete all correspondence from the superintendent on the same day as assigned unless otherwise instructed.
6. Responsible for school lunch program.
  - A. Collect hot lunch money.
  - B. Do monthly edit-checks for the state department.
  - C. Keep track of all lunches eaten by taking a lunch line count each day.
  - D. In July and December send in the semi-annual hot lunch financial reports.
  - E. Work with bookkeeper to reconcile hot lunch bank statements the first week of each month.
  - F. Keep a daily and monthly record of all free, reduced and paid lunches and also adult lunches.
  - G. Send in monthly reimbursement claim form to the State of Nebraska by the 5th of each month.
  - H. Process all free and reduced applications in the fall. Send out notification letters to all who have applied for free or reduced lunches.
  - I. Post all debits and credits in the hot lunch journal. Notify the superintendent when letters need to be sent to parents who are behind in paying their lunch bill.
7. Assisting teachers with student reporting.

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8. Maintaining building inventory of supplies, equipment, textbooks, and workbooks.
9. Checking incoming supplies against orders, invoices, and billings.
10. Assisting staff in maintaining up to date property accounting.
11. Assisting staff in scheduling of parent-teacher conferences.
  - A. Mail report cards at the end of each nine-week grading period.
  - B. Send out notifications to parents concerning appointment times for Parent-Teacher Conferences.
12. Responsible for bulletin board located in hallway adjacent to office.
13. Performing other tasks and duties as assigned.
  - A. Sort and deliver mail.
  - B. Answering the phone.
  - C. Responsible for the bell system.
  - D. Fax and e-mail lunch menus to the newspapers and TV station.
  - E. Proof read for accuracy all correspondence prior to sending them to the public.
  - F. Complete and enter the annual School Census report in the summer.
  - G. Update and keep all information for student and teacher rosters, class schedules, and emergency information for each student and staff.
  - H. Call automated phone emergency information system and post on website late starts, early dismissals, school cancelations, and changes in scheduled activities caused by inclement weather.
  - I. In June the Annual Statistical Summary is due. This report includes: attendance records, actual hours taught, bus transportation reports, substitute teacher report, student enrollment and personnel reports.
  - J. By 8:30 a.m. finish the Daily Bulletin and e-mail it to all staff members. Throughout the day update the Daily Bulletin for the next day so it is ready to go, except for attendance and last minute items. Remind the staff to turn in articles the afternoon before when possible.
14. Personal skills, qualities, and personality traits required for this position.
  - A. Possess effective oral and written communication skills.
  - B. Skilled in human relations, leadership, decision making, organization, priority setting, and conflict management.
  - C. Be able to face controversy, withstand pressure, participate in continued education activities, and have a goal—based philosophy for the duties performed.
  - D. Be positive, helpful, and have good time management skills because this position demands accuracy, promptness, long range planning, once a year duties, monthly duties, etc.
  - E. Demonstrate good personal qualities such as moral and ethical behavior, self—confidence, common sense, and good judgment, which will allow the individual to perform in the school at a high level of respect and trust.

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15. Assist in the preparation for school sponsored programs and banquets.
  - A. Work with all activity and class sponsors as needed.
  - B. Type and run off programs for Christmas, Mid-Winter, and Spring programs presented by the Elementary and Secondary Students.
  - C. The administrative assistant will work with the Activities Director to plan and organize Awards Night. This includes ordering medals, certificates, and table service.

16. Minimum physical requirements for the position:

<b>ACTIVITY</b>	<b>SELDOM 0-10%</b>	<b>OCCASIONAL 11-35%</b>	<b>FREQUENT 36-65%</b>	<b>CONSTANT OVER 65%</b>
Standing		X		
Walking		X		
Sifting			X	
Bending/ Stooping		X		
Reaching/ Pulling		X		
Climbing	X			
Driving	X			
Lifting 25# Max.		X		
Carrying 25 ft.		X		
Manual Dexterity Tasks'			X	

1 Operate typewriter/keyboard, computer, telephone, FAX, copying machines and other office equipment.

17. Minimum educational and preparation requirements.
  - A. High school diploma or equivalent with strong background in business education. Previous secretarial experience is preferred.
  - B. Must be able to type 60 words per minute. Knowledge of computer and word processing essential.
  - C. Two year Associate Degree with major emphasis on secretarial education preferred.