

## 206-Day Administrative Assistant

### QUALIFICATIONS

1. High school diploma preferred, or equivalent
2. Previous administrative assistant experience preferred
3. Highly effective soft skills including the ability to communicate with school staff, students, parents, and the community
4. Accurate and efficient in administrative assistant responsibilities
5. Excellent communication skills, both written and verbal
6. Ability to maintain accurate records
7. Ability to anticipate and diffuse potentially difficult situations
8. Ability to maintain confidential information
9. Ability to make decisions following the Board of Education policy and administrative guidelines
10. Familiar with first-aid techniques

### RESPONSIBILITIES

1. Successfully carries out duties related to the position
2. Assists students and staff in all aspects of the building
3. Assists administration in maintaining proper records required by law and the Board of Education
4. Enters and maintains all Educational Management Information System (EMIS) reporting
5. Assists administration with clerical tasks associated with the coordination of district federal programs
6. Ability to maintain absence records of students and teachers
7. Assist administration in managing substitute teachers and substitute aides in the building
8. Assists with the enrollment of students
9. Carries out other duties as assigned by the building administrator

### TIME REQUIREMENTS

1. 206-day schedule following the school calendar and workdays before and after the school year.
2. Includes 6 paid holidays
3. 8-hour per day workday

### EVALUATION

1. Yearly evaluation by direct administrator