

## **Wyoming City Schools Job Description**

**Job Description:** Administrative Assistant

**Reports to:** Building Administrator

**FLSA Status:** Non-Exempt

**Category:** Classified/Level 3

**Board Adopted:** October 25, 2004

**Board Approved Revision:** March 28, 2022

### **GENERAL DESCRIPTION**

Provides a wide variety of complex and confidential administrative and secretarial support; communicates information to school district employees, students, parents and others as required; and assists in ensuring compliance of department/program activities with legal, administrative and district policy requirements.

**ESSENTIAL DUTIES AND RESPONSIBILITIES** include the following. Other duties may be assigned.

### **CUSTOMER SERVICE**

- Greet all guests and monitor security entrance.
- Possess good public relations skills.
- Answer the telephone in a pleasing, receptive, and helpful manner.
- Use district software to check in and out all guests/volunteers.

### **FINANCE**

- Maintain and balance all departmental and activity accounts.
- Assist Principal with the overall building budget.
- Prepare requisitions for conversion to purchase orders.
- Process all purchase orders.
- Prepare and distribute Unified Purchasing orders.
- Distribute packages/orders received from UPS, Fed Ex, etc. to teachers/activity sponsors.
- Prepare and disperse office supply orders.
- Collect and maintain records associated with student fees/obligations.

### **DISCIPLINE**

- Assist Assistant Principal with discipline.
  - Enter referrals into district discipline software system.
  - Print report and email Friday study list to teacher.
  - Manage and organize consequences related to discipline (Friday Study, ISD etc.).
  - Process assignment requests for sick/in-school suspension students.

### **ATTENDANCE**

- Maintain all student attendance records and complete associated computer entries.
- Maintain records of all absences and notify teachers/necessary stakeholders of such absences.
- Contact parents or guardians to verify each student's absence when parent or guardian fails to contact attendance office.
- Follow-up on late or truant students and work collaboratively with administration to maintain accurate attendance procedures.

## **GENERAL DUTIES**

- Sorts and distributes mail.
- Prepares timesheets for teachers/substitutes.
- Organizes sub folders and sub handbook.
- Assists building administrators with logistics of evaluations as needed.
- Maintains confidentiality of knowledge essential to effective management.
- Accepts shared responsibility for office appearance and for responses to community and employee requests.
- Assists in the establishment and maintenance of a logical filing system for easy access to material.
- Assists in the collection of various forms turned in by teachers/students.
- Uses and maintains copiers, fax machines, and other office equipment. Understands, applies and uses personal computers and software applications.
- Assists students with building functions (e.g. lockers, dismissal passes, directions, work permits).
- Dresses and acts in a professional manner.
- Assists with safety drills.
- Organizes and assigns student and staff parking and collaborates on enforcement with the building administrator.
- Assists students with medical needs in nurse's absence.
- Completes written tasks including school correspondence with attention to detail, appearance, and composition.
- Attends related meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Assists in maintaining documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Establishes and maintains cooperative working relationships with others contacted in the course of work.
- Ability to problem solve job-related issues.
- Skilled organization and time management and understands office management procedures.
- Ability to work with a diverse group of individuals.
- Assists Athletic Director in completing needed tasks (e.g. eligibility information, special projects, collection of uniforms/equipment, athlete attendance).

## **SUPERVISORY RESPONSIBILITIES**

This job has no supervisory responsibilities except those that may be assigned by the Administrator.

## **EDUCATION and/or EXPERIENCE**

Previous secretarial experience preferred. Demonstrate good written and verbal communication skills. Demonstrate computer literacy. Proficiency in typing (prefer 60 wpm). Capable of working with minimal supervision. Able to perform multiple tasks simultaneously.

## **CERTIFICATES, LICENSES, REGISTRATIONS**

There are no licenses or certificates required by the State for this position.

## **LANGUAGE SKILLS**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to read, write and comprehend directions, short correspondence and memos. Ability to communicate effectively with students, parents, colleagues and administration. Ability to respond to common inquiries or complaints from students, parents, agencies, teachers or members of the school community. Ability to effectively present information in one-on-one and small group situations to staff, students and administrators.

**OTHER SKILLS AND ABILITIES**

Must possess skills in reading, writing and math for the purpose of inventory, record keeping, making necessary measurements, reading of gauges and instruments, or other related items as applicable. Ability to apply common sense understanding to carry out written or oral instructions. Ability to solve practical problems and deal with a variety of variables in situations that may arise. Ability to maintain composure under stressful conditions. Ability to develop effective working relationships with students, staff and the school community. Ability to use computers where applicable. Ability to perform duties with awareness of district requirements and Board of Education policies.

**PHYSICAL DEMANDS**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk, hear, sit, stand, walk, use hands to finger, handle or feel, and reach with hands and arms. The employee is occasionally required to climb or balance, stoop, kneel, crouch or crawl. There is a potential for exposure to blood-borne pathogens and communicable diseases. There is a potential for exposure to student illness, injuries, infections and bodily fluids. The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 50 pounds.

**WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

*The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.*