



Administrative Assistant

SCOPE & PURPOSE

Under the direction of the Principal, the Administrative Assistant is responsible for assisting the school principal in the planning, organization, coordination, administration, and management of school's activities and programs, including curriculum, instruction, assessment and student conduct and attendance. Position assists with any duties associated with the successful operation of a school.

PRIMARY RESPONSIBILITIES

1. Performs diverse office-related managerial responsibilities as delegated by the Principal;
2. Coordinates and organizes office activities, and coordinates flow of communications and information for the Principal.
3. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment.
4. Attends and supervises after-school, evening, and weekend school sponsored activities.
5. Prepares related reports and records as required by the school, local, state, or federal government.
6. Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.
7. Answers questions and resolves situations involving students, parents, public, location staff and through knowledge of school policies.
8. Administers first aid, provides health office coverage and dispenses approved medication to students in accordance with organizational policy as assigned.
9. Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
10. Operates a variety of office equipment including a copier, computer and assigned software.
11. Participate in on-going in-service and educational development opportunities.
12. Assist with any tasks in addition to the duties listed.
13. Typical work hours: M - F: 8:30-3pm in addition to in-service and professional development workshops

Knowledge/Education

- Bachelor's degree and 3 years' secretarial experience

Skills & Abilities

- Good computer literacy, including social media, networking and various software
- Knowledge of grammar, principles of writing and oral communication skills
- Understanding of and experience with school environment

Compensation

- Competitive compensation package for this part-time position based on Experience/Skills.

Legal Status

- Must be legal resident or citizen of the United States of America