

**ROLE DESCRIPTION
ADMINISTRATIVE ASSISTANT I & II**

TITLE: Administrative Assistant I & II

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Administrative Assistant experience required.
3. Proficient in Microsoft Office.

REPORTS TO:

Building Principal, Director and/or Designee

JOB GOAL:

To provide a well-organized, efficient office to benefit students, staff, and the public.

PERFORMANCE RESPONSIBILITIES:

A. FACILITATES OFFICE OPERATIONS:

1. Greet all persons entering the facility.
2. Answer telephones and forward calls and messages in a professional manner.
3. Update the telephone voicemail system.
4. Perform office functions to include but not limited to; setting up and maintaining files, correspondence, student/staff lists, general typing.
5. Operate and oversee the maintenance of all equipment to include but not limited to; transcriber, typewriter, computer, fax machine, copy machines, postage meters, security system, phone system, walkie-talkies and cell phones.
6. Maintain building or district databases.
7. Forward or archive any records as required.
8. Maintain a record of student and/or staff attendance.
9. Process the enrollment or withdrawal of students.
10. Prepare all payroll forms and records.
11. Word process staff evaluations and forward them to the appropriate staff.
12. Create, edit, maintain and distribute student schedules and transcripts of current and cumulative student grades.
13. Produce all reports needed to collect grades and issue report cards for the quarter and produce information to open the next quarter.
14. Sort and process incoming mail and materials
15. Maintain the inventory of all supplies and equipment.
16. Prepare purchase orders, check materials received by verifying packing slips and invoices, and distribute materials within the building.
17. Maintain and balance budgets and/or various accounts and checkbooks.
18. Monitor student behavior in the office when necessary.

B. FACILITATES THE SCHOOL-WIDE OPERATION:

1. Schedule substitutes in the building by coordinating with the Assistant Principal and/or Designee, and the District Substitute Coordinator.
2. Arrange and facilitate meetings; records minutes as needed.
3. Make arrangements necessary for school-wide or district-wide functions.
4. Maintain the building calendar.
5. Arrange field trips by making reservations, arrange transportation, prepare classroom lists, collect and deposit funds.

C. INSURES SAFETY AND/OR SUPERVISION OF STUDENTS:

1. Monitor building security including entrances and screening visitors.
2. Aware of legal restrictions in regards to student custody issues.
3. Respond to student and staff situations including emergencies.
4. Maintain records of emergency and drill situations as per state regulations.

D. MAINTAIN THE HIGHEST STANDARDS OF PROFESSIONALISM:

1. Demonstrate positive work habits by showing initiative, cooperation, dependability, efficiency, and productivity.
2. Demonstrate responsible behavior regarding attendance and work schedule.
3. Perform in a professional manner when interacting with students, parents, faculty, administration, and co-workers.
4. Follow the guidelines of confidentiality as established by the school district.
5. Attend and participate in relevant training sessions, meetings and professional growth activities as requested and/or required.
6. Perform other reasonable duties as requested by the supervisor.

PHYSICAL REQUIREMENTS:

Standing – Occasional
Walking – Occasional
Sitting – Frequent
Driving – Occasional
Lifting – Frequent to Occasional
Bending/stooping – Frequent to Occasional

TERMS OF EMPLOYMENT:

Per Merrimack Educational Support Staff Master Agreement

EVALUATION:

Performance of these responsibilities will be evaluated annually in accordance with the approved administrative procedure for staff evaluation.