

POSITION DESCRIPTION

TITLE:	High School Administrative Assistant	SUPERVISOR:	High School Principal
DEPARTMENT:	Administrative Assistants	CLASSIFICATION:	Support Staff

I. **Accountability Objectives:**

Under administrative direction, performs responsible office work involving independent judgment and initiative; serves as the administrative assistant to the High School Principal; performs related work as required.

II. **Position Characteristics:**

Salary: Per Employee Handbook Wage Schedule

Length of Contract: 220 Days

III. **Position Relationships:**

Reports to: Building Principal

Coordinates with: Building principal; building staff; students

IV. **Position Qualifications:**

A. Desired Experience and training:

Graduation from high school supplemented by advanced administrative assistant training; recent responsible administrative assistant experience; computer/word processing experience and/or training; knowledge of office machines; experience in public relations and communications.

B. Special requirements of the position:

1. Ability to operate computer, operate a variety of office machines, and knowledge of modern office methods.
2. Ability to understand and carry out oral and written instructions.
3. Ability to maintain confidentiality of information about students, parents, staff.
4. Ability to establish and maintain good public relations.
5. Ability to relate to children and their personal needs.
6. Knowledge of business English, spelling, and composition.
7. Ability to communicate and relate effectively with district staff, students, parents, and the public.
8. Ability to maintain accurate and complete records, and to prepare clear and detailed reports.
9. Ability to organize and complete projects promptly.

V. **Position Responsibilities:**

- A. General duties of: answering the phones, door security, and teacher/student/visitor assistance
- B. Coordinate sign-in of substitute teachers daily
- C. Oversee distribution of building keys
- D. Distribute and record student medication
- E. Enroll/withdraw students as needed in student software

- F. Maintain student files/records including immunizations
- G. Maintain student attendance records/make parent contacts when necessary
- H. Maintain building enrollment for state reporting
- I. Responsible for daily announcements
- J. Issue work permits
- K. Coordinate all main office and building mailings
- L. Complete required state reports
- M. Maintain high school website
- N. High School Fee Tracking (non-activities)
- O. Other duties as assigned