

*Central CUSD 301*  
*Job Description*

**Job Title: School Level Administrative Assistant**

**Reports To:** Principal, Assistant Principal

**Prepared By:** Esther Mongan

**Prepared Date:** Spring of 2015

**Approved By:** Superintendent

---

**Function:** Perform a wide variety of clerical and secretarial duties to organize multiple school office activities; assist the Principal/Assistant Principal in routine administrative tasks; perform public relations and facilitate communications between administrators, district and building personnel, parents, students and the community; facilitate registration and residency processes; maintain student and building records.

**Qualifications:**

- Knowledge of:
  - Modern office practices, procedures and equipment
  - Record-keeping techniques
  - Health and safety regulations
  - Correct English usage, grammar, spelling, punctuation and vocabulary
  - Oral and written communication skills
  - Interpersonal skills using tact, patience and courtesy
  - Telephone techniques and etiquette
  - Basic computer use, including word processing and spreadsheet programs such as Microsoft Office and Google Apps for Education
- Ability to:
  - Perform a wide variety of clerical and secretarial duties to coordinate school office activities and tasks
  - Perform public relation and communication services for the building administrators
  - Add, subtract, multiply and divide quickly and accurately
  - Understand and follow oral and written directions
  - Compose correspondence independently
  - Communicate positively and professionally with all educational stakeholders
  - Complete work with frequent interruptions
  - Type at an acceptable rate of speed and accuracy
  - Develop and manipulate spreadsheets
  - Work independently with little direction
  - Establish and maintain appropriate, cooperative and effective working relationships with others
  - Learn, interpret, apply and explain rules, regulations, policies and procedures
  - Operate a variety of office machines including computers, copiers, intercoms, and others
  - Understand and work within scope of authority

- Maintain good public relations with students, parents, teachers, administrators and the community
- Meet schedules and time lines
- Plan and organize work effectively
- Train and provide work direction to others as needed
- Communicate effectively both orally and in writing
- Learn how to utilize a variety of computer systems, including student databases and other software and web-based programs
- Work while standing, sitting and/or walking
- Communicate effectively using speech, vision and hearing
- Use hands for simple grasping and fine manipulations
- Bend, squat, crawl, climb, reach
- Lift, carry, push or pull light weights, up to 30 pounds
- High school diploma or G.E.D. required
- Some college preferred
- Secretarial experience in a school or comparable setting preferred
- Experience with Microsoft Office Suite (Word, Excel, Powerpoint) and Google Apps for Education
- No ISBE licensing requirements
- Must pass a fingerprint-based criminal background check
- Must pass pre-employment physical

**Responsibilities:**

- Organize and facilitate a variety of school office activities to assist the building administrators with administrative tasks
- Prepare and accurately maintain a variety of reports, records and files relating to students, staff, budgets, operations and activities
- Serve as secretary to the building administrators; compose routine correspondence; prepare communications; schedule appointments; receive, open, send, and route mail
- Train and provide direction to personnel, students, and volunteers as assigned; monitor workflow and adjust duties to prioritize and complete assignments in a timely manner as assigned
- Provide information concerning school policies, procedures, actions, activities and schedules as appropriate; maintain school calendar
- Perform complex and advanced-level clerical accounting duties in support of the school's programs and services; maintain financial records; submit purchase orders; collect and account for money collected in conjunction with school activities; secure money and process according to established procedures
- Facilitate appropriate communication with District staff, families, students, community members, and vendors; answer phones; respond to emails
- Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel, payroll, equipment inventory and student activities; prepare related reports, files and logs
- Support the school nurse as needed by attending to sick or injured students; contact a school nurse, administrator, parents or public safety agencies as appropriate

- Register, withdraw, or transfer students following established procedures; collect residency and registration paperwork as required by District and state policy; respond to questions regarding registration and residency as needed
- Operate a variety of office equipment including computers, calculators, copiers, fax machines, postage meters, laminating machines, and other office machines
- Orient new and substitute teachers; provide directions, keys and instructional materials
- Provide clerical assistance to faculty and staff as needed
- Maintain regular attendance
- Perform other duties as assigned