

**(SCHOOL DISTRICT)
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT**

Reports to: High School Principal

QUALIFICATIONS:

1. Three years successful office experience or college degree in office management.
2. High degree of proficiency in office procedures/bookkeeping, keyboarding, office equipment operation, maintenance, business machines and computer software programs.
3. Ability to make decisions without close supervision, and must be accurate, efficient and capable of handling detailed work.
4. Excellent public relations skills including courteousness, tact and good verbal communications.
5. Good health, attendance, and high moral character.
6. Maintain respect at all times for confidential information.
7. Ability to maintain self-control and complete tasks with frequent interruptions.
8. Proven ability to work independently and self-motivated; also work cooperatively with other office personnel.
9. Familiar with networks and data backup procedures.

PERFORMANCE RESPONSIBILITIES: Performs all general duties of a school/administrative office, including, but not limited to the following:

1. Pupil Accounting and reporting to the ISD as required. Requires Pupil Accounting training provided by the ISD.
2. District UIC Resolution. Three reports per year dedicated to this important process that the MEAP depends on the accuracy of the information.
3. Truancy – work closely with truancy officer from the ISD in reporting students that may have an attendance situation. If a situation is identified letters are generated to parent/guardian.
4. Responsible for maintaining and balancing the Internal Agency and Athletic accounts. Process deposits for all sub-accounts daily. Provide statement to clubs/classes/organizations on a weekly basis. Prepare yearly audit spreadsheet for auditing firm.
5. Work closely with principal, finance director and athletic director in devising budgets and tracking line item expenditures.
6. Process bill for high school building keeping detailed record of the bills sent to Central Office for processing.
7. Membership Reporting to Central Office six times yearly that details student enrollment. Specifically transferred in/out and the specific breakdown of where the students transferred.
8. Responsible for reporting timesheets for all hourly and substitute teachers to Central Office bi-weekly.
9. Track immunizations for all incoming students and responsible for enforcing the State immunization requirements and report to the Health Department twice a year.
10. Proofread documents, take notes in meetings, schedule principals appointments, field questions and requests from staff on behalf of principal.
11. Knowledge of FERPA and FOIA laws and processes.
12. Perform any and all other duties as may be assigned by administration.

TERMS OF EMPLOYMENT: 12 months per year; eight (8) hours per day

EVALUATION: Biannually, by the Principal