SCHOOL ADMINISTRATIVE ASSISTANT

Job Description:

**School administrative assistants** are primarily responsible for handling all clerical tasks in a school’s office. As with administrative assistants in other settings, school administrative assistants answer phones, file records, and greet visitors. They also read and respond to mail and email from parents, students, school board members, teachers, and others. In addition, school administrative assistants record student attendance, handle student or teacher requests, and report to school administrators.

Job Responsibilities:

* Provide administrative support to building principal including, but not limited to preparation of presentations, budget, minutes, tracking, calendar management, travel and room arrangements and correspondence to staff, parents, students and community members,
* Track, maintain and report on school budget including processing and purchasing supply requests in compliance with District policies and procedure, maintain inventory of supplies, track balances and provide reports.
* Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
* Research, create, input, format, organize and edit relevant data as needed or requested and prepare in a usable format.
* Manage substitute teachers, employee time sheets, and leave logs.
* Maintain petty cash account and prepare cash boxes for student activities; receive all incoming funds.
* Coordinate school office administrative needs.
* Independently answer routine questions and correspondence from parents, staff and students not requiring the supervisor’s attention.
* Follow and administer medical protocols for students and provide first aid to staff and students maintaining accurate log of distribution consistent with District policies.
* Complete a high volume of computer work, using District computer programs, to input high volume of data with speed and accuracy, including confidential data, in an environment with constant interruptions.
* Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.)
* Manage special projects as assigned by principal.
* Troubleshoot office machinery (copy, fax etc.) coordinating maintenance and supply inventory.
* Prepare and assign cash boxes for events. Reconcile boxes upon return. Maintain accounts for school expenses, maintaining accurate and updated files.
* Prepare weekly deposits for accounts and deliver to bank.
* Maintain school Visa, Costco and other cards safely.
* Monitor postage meter and refill as required.
* Maintain school accounts including fees, program accounts for staff (fundraising, fairs, etc.), sports, making deposits and reporting.
* Maintain accurate and complete records of deposits and expenditures, providing monthly reporting
* Appropriately maintain and secure confidential student and personnel records and inquiries.
* Professionally represent the school and the District in interactions with parents, community, staff, and students.
* Supervise students in main office area, lunch area or halls. Refer students to principal and contact parents as necessary.
* Troubleshoot office machinery (copy, fax etc.) coordinating maintenance and supply inventory.
* Maintain appropriate certifications and training hours as required.
* Comply with applicable District, state, local and federal laws, rules and regulations.

Job Qualifications:

* High School Diploma
* Associates in administration or related field preferred
* Experience as a school administrative assistant

Opportunities as a school administrative assistant or are available for applicants without experience in which more than one a school administrative assistant is needed in an area such that an experienced a school administrative assistant will be present to mentor.

Job Skills Required:

* Excellent time management skills and ability to multi-task and prioritize work
* Attention to detail and problem solving skills
* Excellent written and verbal communication skills
* Strong organizational and planning skills
* Outstanding organizational and time management skills
* Resourcefulness and ability to problem solve
* Ability to multitask and prioritize daily workload and development procedures
* Outstanding communication and interpersonal skills
* Skilled in working with Microsoft Office
* Awareness of the school district policies and administration