

LAGRANGE HIGHLANDS SCHOOL DISTRICT 106

JOB TITLE: Administrative Assistant - Elementary and Middle School Offices
JOB GOAL: Oversee the smooth and efficient operation of school office procedures.
REPORTS TO: Building Principal
QUALIFICATIONS: High school diploma + 2 years college (or 5 years experience).
Read, understand and follow verbal and written directions.
Utilize applicable technology to support performance responsibilities.

DUTIES AND RESPONSIBILITIES:

General

1. Communicate and collaborate effectively with others.
2. Ensure confidentiality of sensitive information.
3. Maintain a record of dependability as evidenced by consistent attendance, punctuality and attention to work.
4. Understand and adapt to a variety of situations.
5. Maintain and exhibit general and personal safety practices.
6. Maintain stakeholder satisfaction.
7. Work independently and exercise good judgment.
8. Assume personal responsibility for professional performance and growth.
9. Utilize effective problem solving processes.
10. Exhibit professionalism in appearance and demeanor.

Specific

1. Assist students, parents, teachers, and administrators
2. Maintain student files
3. Maintain school paperwork
4. Maintain record of staff absences and substitute teachers
5. Maintain record of student absences
6. Register students and manage student transfer records
7. Type school correspondence, forms, etc.
8. File appropriate paperwork
9. Work collaboratively to assist faculty with administrative tasks
10. Make and receive phone calls
11. Greet visitors and establish a welcoming office presence
12. Collect and deposit fees and other money
13. Schedule bus transportation for field trips and sporting events
14. Input and monitor work orders and building usage schedules
15. Prepare purchase orders and maintain records of orders
16. Perform such other tasks and assume such other responsibilities as may, from time to time, be requested by the Principal.

This job description does not state or imply that these are the only duties to be performed by the employee occupying this position. An employee in this position will be required to follow any other instructions and to perform any other duties assigned by the supervisor.

EVALUATION:

Performance in this position will be evaluated annually in accordance with the provisions of the applicable policies of the district.

TERMS OF EMPLOYMENT:

Salary, benefits, work hours/days as established by the Board of Education. (At-will employee)