

Williams Bay School District

Position Title: Elementary Part-Time Administrative Assistant to the Building Principal

Reports to: Building Principal

Job Goal:

This position provides administrative support to various functions at the school using a variety of district computer systems. Handles daily work pressures, requiring constant concentration to a high volume of clerical work which must be completed within a limited period of time. Must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions. Specific responsibilities may include:

- Perform a wide variety of clerical and secretarial duties to organize, coordinate and schedule school office activities.
- Assist the administration in routine tasks.
- Perform public relations of the school.

The job demands the ability to stand for extended periods of time, ability to move quickly and freely. Properly handle confidential matters relating to students, student records, parents, staff, and any other school-related issues.

Required Qualifications:

- High school diploma or its equivalent (additional related training desirable but not required).
- Organizational skills, word processing skills and proficiency in communication skills.
- Any college credits and experience will also be evaluated.
- Experience working with children or young adults preferred.
- Ability to operate office machines such as computer, copier, fax machine, and announcement system.
- Knowledge of software currently used in the District.
- Physical ability to perform demands and duties as assigned.
- Such alternatives to the above qualifications as the Board of Education and/or Superintendent of Schools may find appropriate.

Personal and Professional Characteristics

- Administrative Assistant must be well organized and detail oriented.
- Administrative Assistant must communicate effectively and professionally with the principal, teachers, students, and parents.
- Administrative Assistant must be able to interact with children in a positive and nurturing manner.
- Administrative Assistant must possess a high level of computer skills (word processing, internet usage, email usage, excel, Google tools, conference scheduling tool, and Skyward program)
- Administrative Assistant must have the ability to multitask while maintaining a calm and professional demeanor.
- Administrative Assistant must have the ability to assume responsibility, display initiative, and exercise good judgement.

- Administrative Assistant must have the ability to work cooperatively with all members of the school community.
- Administrative Assistant must be forward thinking and anticipate what needs to be done without having to be told to do so.

Performance Expectations:

- Track daily, monthly, yearly attendance through the student information system and prepare attendance letters when appropriate.
- Maintain accuracy of the student information system through DPI.
- Create, run, and electronically share reports (including report cards) as specified by the building principal.
- Answer the telephone in a professional courteous manner, take messages, screen calls, make appointments, and schedule meetings.
- Keep the principal informed of all-important calls, visitors, messages, and other events pertaining to the function of our school.
- Type correspondence and reports as required and assigned.
- Sort and distribute mail as received.
- Make building announcements and operate sound system.
- Provide clerical/record keeping in a professional, timely, organized manner.
- Maintain school office in an orderly efficient manner.
- Maintain a workable filing system.
- Maintains and updates all student records as required.
- Collect money from all sources within the building and forward to the business office.
- Assist with graduation and award activities and information (if applicable).
- Order supplies.
- Must understand school, district, and state rules and regulations regarding school operations.
- Responsible for registering new students and keeping track of registration items to be obtained from families.
- Maintain strict confidentiality of all office, school, and personal information.
- Handle all minor accidents and illnesses that come to the office in an efficient and professional manner in accordance with school policies. Prepare accident reports as required and forward to business office. Contact parent/guardian if necessary.
- Distribute medication to students in accordance with school policies.
- Complete the necessary training as directed by the Nurse to administer medications and other medical procedures needed to properly provide coverage of the Health Office when the Nurse is not present.
- Present a positive image to the office and the building as a whole.
- Greet all visitors with courtesy making sure security procedures are consistently followed.
- Issue work permits for the Department of Workforce Development (if applicable).

General

- Performs such other tasks as may be assigned by the building principal or designee.

TERMS OF EMPLOYMENT

At will employee. Compensation and employment responsibilities to be arranged by the District Administrator and as determined by the Board of Education.

The employee shall remain free of any alcohol or illegal substance and shall not use controlled substances (other than as prescribed) in the workplace throughout his/her employment in the District.

EVALUATION

Performance of this job will be evaluated annually in accordance with provisions of the Board of Education's policy on evaluation of support personnel.