

**CAMDEN ROCKPORT SCHOOLS
JOB DESCRIPTION**

SCHOOL ADMINISTRATIVE ASSISTANT

QUALIFICATIONS:

1. High school diploma or GED
2. Organizational skills
3. Computer proficiency
4. Excellent written and oral communication skills

DESIRED QUALIFICATIONS:

1. Post-secondary secretarial training
2. Human relations skills
3. Secretarial experience

REPORTS TO: Building Administrator

JOB GOAL: To assure the smooth and efficient operation of the office to achieve the maximum positive impact on the education of children.

PERFORMANCE RESPONSIBILITIES:

1. Plans, implements and performs office procedures to facilitate good communication (phone and in person), appropriate record keeping, and a positive reception area in conjunction with the building administrators.
2. Assists faculty with daily routines including distributing bell schedules, arranging for class coverage, monitoring and tracking attendance, monitoring copy machine status including scheduling repairs, ordering and stocking supplies, managing daily substitute teachers, facilitating paperwork and other necessary tasks as required.
3. Writes and processes routine letters, reports, memos, and newsletters, as delegated by supervisor
4. Schedules and coordinates all necessary appointments and meetings for school-based staff as requested by the administration.
5. Supports the calendaring and logistical oversight of staff and school events.
6. Supports administration with various tasks to effectively and efficiently run the daily operations of the school, including assisting in handline interruptions and emergencies, as needed.
7. Assists with student related issues, i.e.: arranging transportation, supporting effective communications between parents and staff, and being aware of legal/safety issues relating to students.
8. Communicates and interacts effectively and professionally.
9. Participates in in-service and staff meetings, when appropriate.
10. Attends appropriate professional growth activities
11. Uses technology to enhance the efficiency and the quality of the work.

12. Performs additional duties assigned by the Building Administrator

ACTIVITIES AS ASSIGNED BY THE PRINCIPAL:

1. Arranges for class and duty coverage, and manages substitute teachers.
2. Manages student data entry and accuracy into the Student Information System (SIS).
3. Supports staff and central office with coordination of transportation for off-site trips.
4. Maintains the school master calendar and updates online as necessary.
5. Updates the school website with current information as requested by the administration.
6. Maintains a working knowledge of district policies and updates handbooks as directed by building administration.
7. Maintains and updates school emergency plans collaboratively with building administration.
8. Assists staff and administration with the annual budget preparation. Maintains a working knowledge of the spending requisition software, facilitates staff requisitions and maintains records of spent funds. Completes monthly reconciliation with all budgets and communicates with central office, as needed, to correct errors.
9. Oversees the student registration process, including securing appropriate student records, maintaining and transferring student records as needed.
10. Assists nurse with medical needs as appropriate.
11. Orders, maintains and tracks inventory of office equipment, and office/building supplies.

LEGAL AND ETHICAL DUTIES:

1. Maintains confidentiality about all aspects of student performance and written and oral records
2. Demonstrates a respect for the legal and human rights of students
3. Follows health and safety procedures established by the District
4. Arrives and departs punctually, notifying appropriate personnel about absences and coverage
5. Demonstrates dependability, integrity, and other ethical standards

To perform this job successfully, an individual must be able to perform each duty and responsibility satisfactorily. The responsibilities are representative of the knowledge, skill, and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

1. Ability to read, reason, and understand policies and procedures and related information and to follow verbal or demonstrated instructions
2. Physical ability to perform all necessary upper and lower body movements
3. Ability to hear, see, and speak
4. Ability to do reaching, lifting, eye-hand coordination, sitting, and stooping

TERMS OF EMPLOYMENT: As specified by contract

EVALUATION:

Performance of this job will be evaluated in accordance with this document

History: Approved: 04/09/03

Approved: January 20, 2021