



Job Description – Campus Administrative Assistant

Department: Administrative Services

Job Status Full time

FLSA Status: Non-Exempt

Reports To: Principal

Pay Grade: 4

Work Days: 205

POSITION SUMMARY

Assist in processing students' enrollment, withdrawal and campus transfers. Maintains students files, performs routine clerical and administrative functions such as drafting correspondence, scheduling appointments, organizing and maintaining paper and electronic files of campus staff.

SPECIAL KNOWLEDGE, SKILLS, ABILITIES

- Ability to communicate effectively with internal and external customers
- Ability to follow instructions and multitask
- Knowledge of Microsoft Office package, Outlook and Internet
- Ability to operate office equipment (phone, fax, copier)
- Knowledge or aptitude to be trained in TEXIS, TREx, GradeSpeed and Tibweb systems

REASONABLE ACCOMODATION STATEMENT

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable Accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS

- Operate office equipment such as fax machines, copiers, and phone systems, and use computers for spreadsheet, word processing, database management, and other applications.
- Prepare written correspondence, schedules, reports, and other campus communications
- Set up and maintain paper and electronic filing systems for records, correspondence, and other

- Receive incoming calls, take messages and route to appropriate staff
- Assist with placement of substitute teachers as needed
- Assists with teachers' absence records
- Coordinate appointments for conferences with principals, assistant principal, counselor and teachers. Receive and distribute mail.
- Maintain active/inactive student files.
- Assist parents with the enrollment packets and answer any questions they may have.
- Report to work in a timely manner according to assigned schedule
- Attend meetings, programs, and in service training as required
- Perform other related duties as assigned by the school management

Other Functions:

- Predictable and regular attendance
- Work cooperatively with others
- Deal politely with members of the public
- Juggle several tasks at once
- Arrive to work on time
- Work on site
- Work in a stressful atmosphere
- Other tasks as deemed appropriate by District

POSITION QUALIFICATIONS

Competency Statement(s)

- Accountability - Ability to accept responsibility and account for his/her actions.
- Accuracy - Ability to perform work accurately and thoroughly.
- Customer Oriented - Ability to take care of the customers' needs while following company procedures.
- Diversity Oriented - Ability to work effectively with people regardless of their age, gender, race, ethnicity, religion, or job type.
- Friendly - Ability to exhibit a cheerful demeanor toward others.
- Honesty / Integrity - Ability to be truthful and be seen as credible in the workplace.
- Interpersonal - Ability to get along well with a variety of personalities and individuals.
- Loyal - The trait of feeling a duty to the employer.
- Organized - Possessing the trait of being organized or following a systematic method of performing a task.
- Reliability - The trait of being dependable and trustworthy.
- Responsible - Ability to be held accountable or answerable for one's conduct.
- Safety Awareness - Ability to identify and correct conditions that affect employee safety.
- Time Management - Ability to utilize the available time to organize and complete work within given deadlines.

Education: Minimum Associates Degree (preferred)

Experience: Minimum one (1) year of education background experience preferred

PHYSICAL DEMANDS

Ability to lift and/or carry moderate weight (15-44 pounds), sit, stand, walk, climb stairs or ladder, reach, repetitive hand motions, hear, speak, some travel within the District and occasionally outside the district/county, may experience prolonged and irregular work hours, and work with frequent interruptions

WORK ENVIRONMENT

Controlled temperature office environment. Repetitive hand motions, works with frequent interruptions, prolonged use of the computer.

Supervisor Signature: _____ Date: _____

Employee Signature: _____ Date: _____

The School of Excellence in Education has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities. Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the District reserves the right to change this job description and/or assign tasks for the employee to perform, as the District may deem appropriate.