

Tri-County Area School District  
Plainfield WI

Job Description

JD SS 445  
Updated September 2011

**Position Title:**     **Administrative Assistant to the 7-12 Principal**

**Qualifications:**

- High School Diploma, education beyond high school preferred but not required.
- Ability to proficiently operate various computer software programs (Microsoft Office - word processing, spreadsheets, database, etc.).
- Ability to access and utilize student management software.
- Ability to work well with others in a team environment.
- Ability to accept direction from supervisors.
- Ability to follow work rules and procedures.
- Ability to accept constructive criticism.
- Ability to use computer, other office machines.
- Ability to be able to lead and manage others effectively.
- Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

**Immediate Supervisor:**                     7-12 Principal

**Position Function:**

- To assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized.
- To complete detail and written work.
- To coordinate other matters essential to the efficiency and effectiveness of the building principal.

**Specific Responsibilities:**

- Perform usual office routines.
- Maintain a teacher attendance log and the concomitant records for substitute teachers.

- Call for substitute workers as needed.
- Take and transcribe dictation of various types, including correspondence, reports, notices, and recommendations.
- Obtain, gather, and organize pertinent data as needed, and put it into usable form.
- Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed.
- Order and maintain supplies as needed.
- Perform any bookkeeping tasks associated with the specific position including recording and collection of money.
- Prepare bank deposits as directed and requested.
- Maintain a schedule of appointments and make arrangements for conferences and interviews as directed.
- Assign duties to and supervise the work of clerical office personnel as directed and requested.
- Assist with the operation of multi-positioned telephone console to relay incoming, outgoing, and interoffice calls.
- Answer questions of callers according to school policy, take messages for staff members, and page-authorized personnel over the intercom system.
- Maintain an alphabetical file or listings of staff members' names, room locations, and telephone extensions to expedite relaying of calls.
- Perform such other miscellaneous school communication duties as may be assigned.
- Type a variety of material, such as letters, reports, memos, monthly statements, etc. from rough drafts or corrected copies.
- Initiate correspondence as directed, requested, or needed.
- Verify totals on report forms, requisitions, etc. and proofread work of other typists as requested.
- File correspondence, disperse invoices, cards, or other reports in prescribed manner, depending upon the practice of the department to which assigned.
- Read incoming material and sort it according to particular file systems in use.
- Classify and cross-index materials according to a standardized coding chart or procedure and label folders or envelopes with specified identification data either by hand or by use of computer software.
- Locate and remove requested information, keep records of materials removed, stamp materials removed, and trace missing records.
- Arrange for the printing, signing, and recording of diplomas.
- Greet all visitors courteously, determine their needs, check appointments, and direct or escort them to proper person.

- Report the presence in the building of any visitor who bypasses the office, any suspicious activity, or any unusual behavior on the part of visitors.
- Operate the copy machines to reproduce handwritten or typewritten materials for office use.
- Operate other machines such as collator, paper cutter, hole puncher, computer and printer, etc.
- Maintain and safeguard faculty copy machines and keep accurate accounting of copies made by each teacher.
- Arrange for the distribution of materials delivered to the school.
- Receive and sort all incoming and outgoing mail from the U.S. Post Office, United Parcel Service, United States Postal Services (USPS) materials, etc.
- Maintain and safeguard the district's postage meter and keep accurate accounting for all postage spent.
- Contact person on two-way radio between custodians and staff.
- Contact person on two-way radio between staff/parents and buses.
- Assist/inserve staff members with the copier machine.
- Arrange buses for field trips. Balance between two bus companies.
- Athletic programs, athletic accounting, season passes, senior citizen passes.
- Compilation and submission of the Vocational Education Evaluation Report (VEER) to state.
- Maintain "Facilities Calendar" and "7-12 Activities" calendar to be available to all applicable staff via network accounts.
- Process "Use of Building Request" forms and put on calendar and weekly bulletin. Copy to custodians.
- Work permit officer.
- Send out bills to students.
- State report(s).
- Prepare all graduation programs.
- Order supplies and invitations.

**Terms of Employment:** Salary and work year to be established by the board of education.

**Evaluation:** Performance of this job will be evaluated with provisions of the Board's policy on evaluations of employees. Evaluation is to be done by the building principal.