

Tri-County Area School District  
Plainfield WI 54966

JOB DESCRIPTION

JD SS 442  
Updated: September 2011

**Position:** Administrative Assistant to the Pre K through Grade 6 Principal

**Qualifications:**

- High school diploma, education beyond high school preferred but not required.
- Ability to work well with administrators, teachers, children, adults, and any outside personnel and visitors.
- Computer training in: Microsoft Word, Microsoft Access, Microsoft Excel, or similar software.
- Typing Skills.
- Ability to use office machines.
- Such alternatives to the above qualifications as the Board may find appropriate.
- 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.

**Immediate Supervisor:** Building 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 the detail and written work, and to coordinate other matters essential to the efficiency and effectiveness of the building principal.

**Specific Responsibilities:**

1. Maintain student records as shall be required for grades Pre K through 4.
2. Maintain a teacher attendance log, call substitute workers, maintain records for substitute teachers.
3. Fill out yearly office budget.
4. Maintain a regular filing system, as well as a set of locked confidential files, and process incoming correspondence as instructed.
5. Maintain a schedule of appointments and make arrangements for conferences and interviews.
6. Assign duties to and supervise substitute and student aides
7. Receive incoming telephone calls, make outgoing telephone calls, and relay telephone messages to staff or students.
8. Maintain an alphabetical file of staff member's names, room locations, and telephone extensions.

9. Type a variety of material, such as letters student records, reports and memos.
10. Initiate correspondence as directed, requested or needed by the building principal.
11. Maintain up-to-date student records for attendance, grades, letters, testing data, special education information, addresses and personal data such as birth date, age, place of birth, health data, entry/withdrawal dates, etc.
12. Greet all visitors, determine their needs, check appointments, and direct or escort them to the proper person.
13. Report the presence in the building of any visitor who bypasses the office or any suspicious activity or unusual behavior on the part of the visitor(s) according to the Crisis Plan.
14. Is knowledgeable about and can use various types of office duplicators, photocopiers, computers, and any other form of technology equipment for office use.
15. Concisely prepare and submit requests for various required state, federal and district documents to Central Office.
16. Prepare K-4 report cards and deliver them to the teachers.
17. Mail discipline reports.
18. Check students in kindergarten, first and second grade through the lunch line.
19. Maintain attendance records.
20. Maintain and submit EEN student information required for Medicare reimbursement to CESA #5.
21. Distribute medication to students when the school nurse is not available.
22. Perform other duties as may be assigned by the building principal.
23. Maintains all CWD records.

**Term of Employment:** Salary and work year to be established by the Board.

**Evaluation:** Evaluation 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.