Northern California Conference

**Job Description**

**DATE:** July 1, 2018

**LOCATION:**

**STATUS:** Full-time/Regular

**REPORTS TO:** Principal

**Title:** Administrative Assistant I

**Wage/Salary:** $

**ERI Category:**

**Job Code: C** **Step:**

**SUMMARY:** Handles and provides information for incoming calls and persons to the school office. Provides secretarial support to school office.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Greets parents, visitors and vendors, ascertains nature of business and directs them to the appropriate office or person.
2. Answers telephones and provides information to callers or routes call to appropriate officials, take messages.
3. Updates the greeting on the phone system.
4. Maintains school calendars and posts or mails fliers as appropriate.
5. Maintains a database for faculty, staff, students, board members, parents and alumni.
6. Mails school board meeting reminders and information.
7. Maintains a list of First Aid and CPR renewal dates for the school staff.
8. Coordinates registration and student records.
9. Keeps student cumulative folders and medical folders current.
10. Collects field trip information and paperwork from teachers and maintains in the appropriate file.
11. Creates and distributes cafeteria menus.
12. Composes and types letters. Creates forms, as approved by Administration (i.e. Prayer calendar).
13. Prepares the weekly newsletter for parents.
14. Separates and routes FAX and mail for administration.
15. Assists with mailings.
16. Writes receipts.
17. Provides first aid to students and others who may have become injured or need assistance
18. Administers medication to students and screens students who are sick. Assists students and parents in a variety of areas including the monitoring of students taking prescription drugs.
19. Checks students on and off campus.
20. Creates and prepares manuals for distribution.
21. Maintains presentable office and lobby area.
22. Supervises student workers in office.
23. Coordinates substitute personnel.
24. Coordinates student pictures.
25. Maintains office equipment, calling for service and ordering supplies.
26. Miscellaneous related duties as assigned by Principal.

**JOB SPECIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty with judgment, creativity, discretion, and use of intellectual ability. The requirements listed below are representative of the knowledge, skill, ability required, physical, and work environment.

**Education and/or Experience**

A high school diploma or equivalent is required and two or more years of college are preferred. Prior experience with office management or secretarial duties is preferred. Knowledge of office computer software is required.

**Language Skills**

Ability to read and comprehend simple instructions, short correspondence, and memos. Ability to write simple correspondence. Ability to effectively present information in one-on-one and small group situations to customers, clients, and other employees of the organization.

**Mathematical Skills**

Ability to add and subtract two digit numbers and to multiply and divide with 10’s and 100’s. Ability to perform these operations using units of American money and weight measurement, volume and distance.

**Reasoning Ability**

Ability to apply common sense understanding to carry out detailed but uninvolved written and oral instructions. Must possess the ability to deal with nonverbal symbolism and to deal with a variety of abstract and concrete variables.

**Other Skills and Abilities**

Typing skills of 50 WPM and knowledge of various word processing programs is necessary. Should be familiar with office equipment such as copier, adding machine, transcription, fax etc. Must possess skills in working with culturally and ethnically diverse groups.

**Physical Demands**

While performing the duties of this Job, the employee is regularly required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and taste or smell. This job requires the frequent use of keyboard and mouse. The employee must occasionally lift and/or move up to 30 pounds. Assistance should be requested when lifting requirements exceed 30 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Work Environment**

Essential responsibilities are performed primarily in a sedentary and comfortable manner. Tasks are usually performed under normal office conditions with little or no noticeable discomfort, with the noise level at a moderate tone. Work area is well lighted and ventilated. Overtime is never permitted without supervisor’s prior approval.

\* \* \* Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.