

Administrative Assistant
Updated October 2023

The receptionist works with the rest of the office staff and is responsible to the Principal.

40 hr/week Position

August 1 - May 31

Hours 7:30 am - 4:00 pm, 30 minute Lunch Break

Qualifications

- A minimum of three (3) years related background in a professional and business environment and/or equivalent training and education.
- Minimum of a High School Diploma or GED
- Demonstrates a personality and attitude that will establish a favorable rapport with school staff, students, parents, and visitors.
- Proficient in Google, Microsoft, Basic Design Software
- Strong organizational, time management and communication skills
- Open to learning new school software and school information systems

Duties and Responsibilities include:

- Maintaining confidentiality
- Greeting guests, families, and visitors
- Answering the phone, forwarding calls and taking messages; responding to and sending parent emails
- Answering the door
- Building relationships
- Filing
- Nursing (bandages, temperatures, etc)
- Administering student medication, recording in medication log
- Maintaining supplies/service of medical supplies
- Keep forms in stock
- Setting up and maintaining student records
- Faxing Student Records (upon receipt of records requests)
- Completes the collection of records for new students (list provided by Admissions)
- Ensuring proper sign in/out procedures for visitors and students is followed

- Tardy slips, recording tardies
- Run daily lunch order report for Cafeteria Manager
- Copying and distributing notes to classrooms
- Maintain office whole school calendar
- Follows up with teachers regarding incident reports
- Works with city nurses on maintaining health records
- PA System
- Color printing support for teachers
- Distribute mail
- Ordering copy toner
- Overseeing office equipment
- Maintaining service for copy machines
- Assisting in scheduling substitute teachers
- Keeping records of substitute teachers and notifying the Finance Manager
- Helping the Director of Admissions with Family Login
- Communicating with parents on updating contact info as needed in Sycamore
- Reserving buses for field trips
- Completing check requests as needed
- Coordinate uniform sales and communicate with uniform company and parents
- Weekly development and sending of the Cougar Chronicle