

# MASON SCHOOL DISTRICT

**CLASS TITLE: DISTRICT/SCHOOL ADMINISTRATIVE ASSISTANT**

**REPORTS TO: Principal**

## **BASIC FUNCTION:**

Under the direction of the Principal and Superintendent, perform complex, varied and responsible secretarial and administrative assistant duties to relieve the Principal and Superintendent of administrative and clerical detail; plan, coordinate and organize site and office functions; coordinate the flow of communications for the Principal and Superintendent; act as a liaison between site administrative and educational staff, students, and the community.

## **REPRESENTATIVE DUTIES:**

### **ESSENTIAL DUTIES:**

- Perform complex, varied and responsible secretarial and administrative assistant duties to relieve the Principal and Superintendent of administrative and clerical detail;
  - plan, coordinate and organize site and office functions;
  - serve as the primary secretary to the Principal and Superintendent;
  - provide support to other administrators as required;
  - assure smooth and efficient office operations.
  - manage calendars for administrative meetings & schedule, including all necessary remote meetings
  - manage calendars for the Principal and Superintendent
- Coordinate flow of communications for the Principal and Superintendent;
  - initiate and answer telephone calls;
  - screen and route calls;
  - take messages;
  - greet and assist visitors;
  - maintain sign-in and out books for all visitors
  - respond to inquiries and provide information;
  - make calls for children who need to go home sick or otherwise;
  - exercise independent judgment in resolving a variety of issues and refer difficult issues to the Principal or other administrator as necessary.
- Communicate with students, staff, parents, community members, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns related to office programs, purchase orders, District personnel, events, attendance, schedules, classes, policies, procedures and assigned activities.
- Compile and verify information and input a variety of data into assigned computer system;
  - establish and maintain automated records and files;
  - develop and update spreadsheets;
  - generate computerized reports in accordance with established time lines;
  - process a variety of forms and applications.
- Prepare requests for substitute personnel;
  - check in substitutes;
  - prepare appropriate payroll and attendance reports for site personnel;

- issue and collect keys and maintain related documentation;
- Compile, prepare and input payroll information for non-contract duty hours for substitutes, class coverage, extra duty, overtime and hourly employees;
  - maintain and collect timesheets from all hourly employees;
  - prepare month-end payroll report for Principal's approval;
  - process employee attendance information as required;
- Prepare and maintain a variety of data, records and reports related to office programs, expenditures, student information, attendance, financial activity, accounts, budgets, inventory, personnel and assigned functions;
  - assure accuracy and completeness of data, records and reports;
  - establish and maintain filing systems;
  - prepare formal State of New Hampshire reports for attendance and any required testing results;
  - maintain student rosters for the Mason School District, this includes students tuitioned to the Mascenic and Milford Districts;
  - compile 1st day packets for all Mason Elementary School students, and District information packets for Mason students attending Milford and Mascenic, as well as School Administrators and District Officers.
- Prepare, maintain and monitor budget information for the Principal;
  - prepare recommendations for budget transfers and monitor expenditures;
  - assist in assuring expenditures do not exceed established limitations;
  - stamp and code invoices for approval of Business Manager.
- Compose correspondence independently on a variety of matters;
  - compile and type various materials such as letters, lists, labels, forms, brochures, handbooks, certificates, newsletters, bulletins, memoranda, evaluations and agenda items;
  - format, edit and proof-read written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.
- Monitor inventory levels of office supplies and other assigned goods;
  - order, receive and maintain adequate inventory levels of supplies, equipment and other goods as required;
  - prepare, process and track requisitions for orders and other expenditures according to established guidelines and policies.
- Organize and oversee the maintenance of office files;
  - maintain confidential information and records;
  - supervise record processing and submit paperwork relating to personnel employment and payroll requirements.
- Operate a variety of office equipment including a copier, calculator, fax machine, typewriter, computer and assigned software;
  - arrange repairs for various office and school equipment as needed;
  - schedule normal repairs and maintenance for office equipment.
- Receive, sort, screen and possibly open and distribute incoming mail for all District Personnel; prepare and disseminate materials, information and bulk mailings to the public and staff.

- Schedule, arrange, attend and prepare documents for appointments, conferences, meetings and special events and activities as assigned;
  - take, transcribe and distribute minutes as assigned;
  - prepare and maintain calendars as directed;
  - process reimbursements as directed.
- Train clerical staff and student aides;
  - provide orientation, guidance and support for newly hired classified and certificated personnel;
  - provide input concerning the selection and evaluation of subordinate employees as requested.
- Collect monies, balance cash drawers and make deposits according to District policy as assigned.

**OTHER DUTIES:**

- Offer coverage for lunch, test, or recess monitoring.
- Assist in announcing bus arrivals and orders for student dismissal.
- Assist when needed with staff copying, printing or processing of documents.
- Back up the nurse if she is not available.
- Complete other tasks as required.
- Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Terminology, processes and operations of assigned office or program.
- District organization, operations, policies and objectives.
- Record-keeping techniques.
- Business letter and report writing techniques.
- Telephone techniques and etiquette.
- Applicable laws, codes, rules and regulations related to assigned activities.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Methods of collecting and organizing data and information.
- Financial and statistical record-keeping techniques.

**ABILITY TO:**

- Perform varied and responsible secretarial and administrative assistant duties to relieve the Principal and Superintendent of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications for the Principal and Superintendent.
- Operate a variety of office equipment including a computer and assigned software.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain a variety of filing systems.
- Interpret, apply and explain laws, rules, regulations, policies and procedures.
- Work independently with little direction.
- Prioritize and schedule work.
- Understand and work within scope of authority.

- Type or input data at 60 words per minute from clear copy.
- Maintain records and prepare reports.
- Complete work with many interruptions.
- Establish and maintain cooperative and effective working relationships with others.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science, business or a related field and two years of secretarial or administrative assistant experience involving frequent public contact.

**WORKING CONDITIONS:**

**SCHEDULE:**

Salaried, Full-time

5 day work week

Core hours are from 15 minutes before student arrival to 15 minutes after student departure.

Core hours when class is not in session are at the discretion of the Principal and the Superintendent.

**ENVIRONMENT:**

Office environment

Constant interruptions

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Seeing to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

*The Mason School District does not discriminate with regard to height, weight, gender, sexual orientation, race, religion, skin color, hair color, national, state or city of origin, ancestry/ethnicity or lack thereof, marital or parental status, political affiliation, age, physical or mental disability, or any other unlawful consideration perceived or real.*

*Administration – Administrative Assistant*

*Adopted by Mason School Board 12 APR 2010*

*Revised Mason School Board Not Applicable*