

# TERRY PUBLIC SCHOOLS

## JOB DESCRIPTION

**Title:** Administrative Assistant/Secretary

**Desired Minimum Qualifications:**

- Equivalent of a high school diploma supplemented by or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience, preferably in a school district.
- Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
- Change and adapt office procedure and details in concert with the needs and requirements of the administrator and the District.
- Understand and apply complex policies and rules.
- Maintain cooperative working relationships with those contacted in the course of work.
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Such alternatives to these qualifications as the Board may find appropriate and acceptable.

**Reports To:** Superintendent/Principal & Maintenance Director

**Job Goal:** To assist and relieve school personnel of paperwork and other impediments so that maximum attention may be devoted to the central task of educational improvement.

**Essential Functions:**

- Serves as a secretary to the superintendent, principal, or other administrator.
- Welcomes visitors and arranges for their comfort.
- Receives, sorts, and distributes mail and office correspondence.
- Maintains student cumulative files.
- Updates handbooks and procedures for students, staff, and parents.
- Performs and organizes a wide variety of secretarial and clerical duties for administrative personnel, teachers, and support staff in an efficient manner.
- Communicates with the public, employing discretion and independent judgment, directing individuals to the correct person and efficiently resolving their concerns.
- Independently composes a variety of materials such as letters, memoranda, bulletins, requisitions, claims, reports, and statistical data from rough drafts or oral instructions.
- Tracks and compiles financial data and budget information for superintendent, principal, and/or other administrator.
- Coordinates the process of purchasing, to include: processing of requisitions, receipt, verification, and distribution of materials.
- Orients and directs substitute teachers and substitute classified personnel.
- Prepares requisitions for materials and work orders for maintenance of buildings, grounds, and school equipment.
- Maintains and coordinates multiple calendars to include: school administrator(s), school facility events, site, master, and school events.
- Responsible for the assigning and inventory of room cabinet keys.
- May attend meetings and conferences and act as recorder, preparing reports for actions taken and assignments made.
- Maintains a regular filing system and aids in processing incoming correspondence as required.
- *Only minimum duties are listed. Other functions may be required as given or assigned.*

**Equipment Used:**

A variety of electronic and technology devices, copier, telephone/voice mail, fax.

**Physical Demands:**

While performing the duties of this job, the employee is frequently required to sit, stand, travel from one building to another, twist at neck and waist, reach, kneel. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments.

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**Mental/Motor Demands:**

While performing the duties of this job, the employee often performs routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

***For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.***

History

Approved on:

Reviewed on:

Revised on:

I have received, read, understand, and accepted the above job description:  Printed Name: _____  Signature: _____  Date: _____
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