



Eagle Point School District 9

Job Description – Administrative Assistant

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PURPOSE:

- The Administrative Assistant coordinates office and clerical support to assist in the efficient operation of the site, working directly under the site administrator. To accomplish these tasks, the Administrative Assistant works closely with the staff and administration of School District 9.

REPORTS TO:

- Site Administrator

QUALIFICATIONS:

- High school diploma or equivalent.
- Five years of general secretarial experience required.
- Work requiring frequent contact with the public is preferred.
- Demonstrate keyboarding, record keeping and filing skills.
- Experience in using various computers and computer programs.
- Ability to work with team members, students and staff.
- Maintain a valid Oregon Driver's License and personal transportation.

ESSENTIAL FUNCTIONS: *The candidate must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

- Provide office and clerical support to the site administrator.
- Ensure that all activities conform to district guidelines.
- Appropriately operate all equipment as required.
- Maintain satisfactory attendance and punctuality.
- Ability to work cooperatively with staff, students and the public.
- React to change productively and handle other tasks as assigned.
- Respond to the individual needs of students and families.
- Support the philosophy and mission of School District 9.

PHYSICAL REQUIREMENTS:

- Must work in noisy, crowded and stressful environments.
- Requires stooping, bending, reaching, and kneeling.
- Requires prolonged sitting and/or standing.

GENERAL RESPONSIBILITIES: *This position will have specific duties that will be identified individually based on the characteristics of the work needed at each location, requiring performance of general secretarial duties. These may include the following:*

- Coordinates and provides office and clerical support, serving as assistant to the principal.
- Serves as liaison between administration, staff, district office personnel and the general public.
- Answers correspondence not requiring the administrator's attention.
- Screens visitors and telephone calls, directs them to the appropriate person/department.
- Works with, keeps and respects confidential information.
- Is familiar with school rules and regulations, District Board Policy and other rules and regulations governing the general operation of the site.
- Screens and routes incoming mail.
- Keeps abreast of new information, innovative ideas and techniques.
- Composes, types and copies correspondence, reports, bulletins, records and other materials. Tabulates and posts data.
- Attends staff meetings.
- Assists in planning meeting agendas and prepares meeting summaries.
- Assists in preparing financial reports.
- Records staff absence
- Accurately maintains all necessary records.
- Schedules appointments, makes travel arrangements and assembles materials for meetings.



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- Maintains accurate records for state reports and other agencies.
- Maintains accurate attendance records and reports attendance problems to site administrator. Calls parents to confirm absences.
- Distributes office passes, notes and messages to staff and students.
- Maintains an accurate inventory of student books and teacher materials. Places orders for materials, verifies quantities delivered and distributes to staff.
- Sees that district policies are observed at all times.
- Administers first aid to ill/injured students, according to school policy.
- Works with site administrator in assisting and training new employees.
- Coordinates the Parent/Teacher Conference schedules.
- Other duties as assigned by the site administrator.

RATE OF PAY:

According to the Classified Salary Schedule

This position description is intended to provide an overview of the requirements of the position. As such, it is not necessarily all inclusive and the position may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein.

Employee Signature: _____ Date _____

Board Adopted: August 14, 2013