

**Armored School District
Job Description
School Administrative Assistant**

Title: School Secretary
Qualifications: 1. Minimum of high school diploma or its equivalent
2. Ability to meet public well (pleasant and courteous)
3. Familiarity with computer applications (word processing, spreadsheet, etc.)
4. Familiarity with office procedures
5. Punctual, dependable, and trustworthy
Reports To: Principal
Job Goal: To administer the fiscal affairs of the school/district efficiently, expeditiously, and to the ultimate benefit of each student enrolled

General Responsibilities

Work schedule

- o 7:45-3:30 daily (30 minutes for lunch)

Clerical Responsibilities

- Completes daily morning/afternoon reports
- Assists with students' tardy/absentee slips
- Types purchase orders
- Logs purchase orders and invoices
- Accepts deliveries/make appropriate notifications
- Answers telephone/takes messages/delivers messages
- Processes school mail service daily
- Checks postal service daily
- Prepares principal's correspondence as needed
- Monitors intercom usage
- Calls for repairs as needed
- Makes parental contact regarding student absences

APSCN Responsibilities

- Maintains accurate and timely student information
- Checks cycle reports/makes corrections as needed
- Fills transcript/record requests for prior students
- Maintains student schedules

Staff Attendance Responsibilities

- Ensures absentee forms completed correctly
- Verifies time sheets/submits to administration office
- Faxes log of teacher absentees to SubTeach when due
- Submits monthly board report of staff absentees to central office the first Monday of each month
- Submits sick leave book to central office the first Monday of each month
- Contacts SubTeach to secure substitutes per direction of the principal

Other Responsibilities

- Provides assistance as needed
- Assists with meeting setups (to include refreshments, copies, etc.)
- Assigns student lockers/post locker numbers in computer
- Assists with parent-teacher conferences/open house/baccalaureate/graduation
- Assists with cap and gowns for seniors (high school only)
- Assists with the needs of students, faculty, and public
- Assists with school pictures
- Completes other duties as assigned

Terms of Employment: 205-day work year. Salary will be established by the Board.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Services Personnel.