

Armored School District
Job Posting
District Office – Superintendent Administrative Assistant/Receptionist

- Qualifications:
1. High school diploma or equivalent/associate's degree preferred
 2. Computer skills
 3. Strong oral and written communication skills

Reports to: Superintendent of Education and District General Business Manager

Job Goal: To assist supervisors with daily operations so that he/she may devote maximum attention to the educational goals and objectives

General Duties

- Performs the usual and various office routines and practices associated with a productive, efficiently operated office
- Assists other administrative assistants in the district as needed
- Obtains, gathers, and organizes pertinent data as needed and puts data into a usable form
- Receives and directs calls to the appropriate personnel
- Picks up and distributes mail daily
- Delivers bank deposits daily

Administrative Duties

- Maintains personnel files: new hire information, licensure renewals
- Maintains and tracks purchase order system
- Maintains system for School Choice applications
- Maintains student list of Homeschool and Charter School enrollment
- Processes and maintains documents for approved professional development
- Assists with internal controls for financial accounting purposes

Correspondence

- Maintains a filing system and processes correspondence as directed
- Receives and directs phone calls as necessary
- Prepares and distributes correspondence as directed to students, parents/guardians, and district personnel
- Performs any other task as designated by the Superintendent and General Business Manager

Contract

- 240 days, 7.5 hours
- Salary based on district salary schedule