

ADMINISTRATIVE ASSISTANT TO THE BUILDING PRINCIPAL

TITLE: Administrative Assistant to the Building Principal **LOCATION:** Schools

SUPERVISOR: Building Principal

SUPERVISES: School Secretary

JOB SUMMARY:

The Administrative Assistant to the Principal is responsible for working directly in an administrative support role to the Principal and provides support to the school's administrative team as needed. This position also supervises support for front counter support including, but not limited to answering phones, taking messages, directing calls, coordinating general school office operations, and greeting and attending to school visitors, school staff, and student requests.

ESSENTIAL FUNCTIONS: To perform this job successfully, an individual must be able to perform each essential function satisfactorily.

- Compiles data from a variety of sources (e.g. curriculum reports, financial reports, agenda items, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements
- Composes documents (e.g. letters, memoranda, bulletins, reports, forms, etc.) for the purpose of documenting events, providing and/or requesting information
- Completes ISBE and other related reports
- Coordinates a variety of programs and/or activities (e.g. meetings, after school, site in-service day activities, workshops, travel and accommodations, observations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines
- Maintains documents, files and records (confidential and non-confidential) (e.g. policy manuals, correspondence, financial reports, student records, etc.) for the purpose of providing up-to-date reference and audit trail for compliance
- Supervises the registration of new students to the building Monitors assigned activities and/or program components for the purpose of coordinating activities and ensuring compliance with established requirements
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions
- Completes any additional assignments requested by the Building Principal and/or Superintendent

- Assists other personnel as may be required for the purpose of ensuring an efficient and effective work environment in the building

ADDITIONAL RESPONSIBILITIES: TBD

PHYSICAL ACTIVITY: Occasionally lifting, pulling or pushing during the normal performance of tasks and responsibilities is required. The work requires frequent walking and standing.

WORK ENVIRONMENT: Work is performed in an environment where unusual temperature, noise and hazards are relatively nonexistent.

QUALIFICATIONS:

EDUCATION

High school diploma or GED.

Two (2) years of college preferred.

EXPERIENCE

A minimum of four (4) years of secretarial experience.

OTHER SKILLS AND ABILITIES:

- Excellent organizational, human relations and decision-making skills.
- Ability to type 60 wpm and take shorthand.
- Ability to respond to oral and written directions.
- Ability to organize an efficient filing system.
- Ability to work independently and efficiently.
- Ability to maintain confidentiality on Board and Administrative matters.
- Ability to respond quickly in case of emergency.

LICENSES/CREDENTIAL: N/A

TERMS OF EMPLOYMENT: Salary is based on market comparisons as determined by the Superintendent. Twelve month work year.

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of support staff.