



## Job Description

**Job Title:** Administrative Assistant  
**Reports to:** Operations  
**Department:** Operations / Academic

**Position Type:** Full-Time  
**Work Hours:** 7:30 – 4:00 (M – F)

### Job Overview:

Manages a school office, performs administrative assistance for a school administrator and is responsible for the supervision of the clerical activities of a school.

### Responsibilities and Duties:

- Plans, establishes, and supervises the implementation of clerical procedures in a school office to insure timely preparation and submission of reports, records, studies, letters, and other materials
- Supervises clerical work related to such matters as attendance, curriculum, personnel, organization, budgeting, accidents, student grades, and special programs
- Performs secretarial duties for a principal by arranging appointments, maintaining an appointment calendar, receiving visitors, screening telephone calls and mail, and composing communications from general instructions or rough notes
- Utilizes and supervises the use of applications software to conduct school business including attendance, personnel matters, and secretarial duties
- Reviews communications, bulletins, reports, and other items and obtains information from a variety of sources as requested by the administrator in order to advise on necessary actions and to provide information to school personnel, parents, students, and others
- Requests available teachers to cover classes during absences of regular or substitute teachers and maintains related records
- Orients new and substitute teachers, parent groups, volunteers, and aides in school and office administrative policies and procedures and issues materials, such as daily bulletins, programs, and keys
- Organizes and maintains files, records and guides
- Performs miscellaneous clerical work, such as filing, typing, relaying messages, operating office machines, and opening and routing mail
- Advises school administrators on office procedures, layout, equipment, and staffing, and on policies and procedures related to the clerical staff
- May oversee students waiting in the main office of the school
- May provide guidance to volunteers and others working in the school office
- May prepare and proofread class schedules and other materials and supervise their mailing and distribution
- Performs related duties as assigned

### Qualifications:

- High school diploma or equivalent
- Preferred two years experience in an administrative position