

EPPING SCHOOL DISTRICT  
JOB DESCRIPTION

TITLE: ELEMENTARY STUDENT RECORDS AND ADMINISTRATIVE ASSISTANT

GENERAL DESCRIPTION: Under direct supervision, the purpose of the position is to perform school-based duties associated with student records, front office administrative assistant functions and administrative support to the principal. Employees in this classification function at an experienced administrative assistant level, prepare correspondence, answer the phone, schedule appointments and workshops, and deal with incidents of varying nature and degree related to the school operations. Employees also serve as backup to other clerical positions in the front office, and may provide support to guidance staff. Duties may include processing financial and personnel related information.

QUALIFICATIONS: High school diploma or GED; supplemented by minimum two (2) years previous experience and/or training that includes secretarial or clerical work, or any equivalent combination of related education, training and experience which provides the required knowledge, skills and abilities to perform the essential job functions.

SKILLS:

1. Must have good human relation skills and be able to communicate with others in order to obtain information or clarify details.
2. Must have the ability and willingness to learn a wide variety of tasks required in administrative assistant work.
3. Must be able to perform semi-routine standardized work with some independent judgment concerning choices of action.
4. Must have good working knowledge of word processing and online calendar scheduling.

ABILITIES:

1. Requires the ability to provide guidance, assistance, and/or interpretation to others on how to apply procedures and standards to specific situations.
2. Requires the ability to operate, maneuver and/or control the actions of equipment, machinery, tools, and/or materials used in performing essential functions.
3. Requires the ability to utilize a wide variety of reference and descriptive data and information.
4. Requires the ability to perform addition, subtraction, multiplication, and division; ability to calculate decimals and percentages; may require ability to utilize principles of fractions and/or interpret graphs.
5. Requires the ability to interpret instructions furnished in written, oral, diagrammatic, or schedule form, and ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objectives.
6. Requires the ability to calculate, compute, summate, and/or tabulate data and/or information.

7. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving evaluation of information against measurable or verifiable criteria.

**CLASSIFICATION:** This position is designated as a support staff position subject to the Epping School District Support Staff Handbook and School Board Policy.

**REPORTS TO:** School Principal

**ROUTINE FUNCTIONS AND RESPONSIBILITIES:**

1. Performs administrative assistant duties including processing and creating correspondence for principals; performs various record keeping tasks.
2. Answers the telephone; provides information and assistance; screens calls to principal and administrative staff; takes/relays messages or directs calls to appropriate personnel.
3. Schedules appointments for the school principal and maintains his/her calendar; makes travel arrangements; registers participants for conferences, and workshops.
4. Maintains communications between the school and the district offices.
5. Establishes and maintains filing systems on variety of school operations and for principal.
6. Composes, types, and proofreads correspondence, letters, memos, and other documents; receives and reviews rough drafts for various documents; types documents and distributes.
7. Monitors sign-in sheets for all staff members.
8. Performs selected receptionist duties; greets and assists staff, students, and visitors; answers questions for staff, parents, students, and others; assists parents and others with forms, procedures, and related work.
9. Sorts and distributes incoming mail; prepares outgoing mail.
10. Monitors the use of copiers and orders supplies as needed.
11. Supervises and processes students in office for discipline, illness, medication, and transportation home.
12. Collects timecards for instructional personnel.
13. Operates a computer to enter, retrieve, review, or modify data; utilizes word processing, database, and software programs.
14. Operates a variety of machinery, equipment, and tools associated with department activities, which may include a typewriter, adding machine, or fax.

The list of essential functions, as outlined herein, is intended to be representative of the tasks performed within this classification. It is not necessarily descriptive of any one position in the class. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

**WORKING ENVIRONMENT:** Physical ability to perform the essential functions of the job as outlined above, in addition to the following:

1. While performing the duties of this job, the employee is frequently required to stand; walk; and sit. The employee is regularly required to see, talk and hear. The employee is

- regularly required to use hands to manipulate, handle, or feel. The employee is occasionally required to reach with hands and arms; climb steps; stoop, kneel, or crouch.
2. Employee is occasionally required to drive.
  3. Tasks involve the ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds).
  4. Tasks may involve extended periods of time at a keyboard or work station.
  5. Some tasks require visual perception and discrimination. Tasks require visual perception and discrimination. Vision abilities include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.
  6. Some tasks require oral communications ability.
  7. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, animals/wildlife, toxic/poisonous agents, violence, disease, or pathogenic substances.
  8. Noise level is that of a typical school or office setting.

**TERMS OF EMPLOYMENT:**

1. Work year is extended school year, with 250 working days for 8 hours per day
2. Hourly wage with overtime subject to compensatory time per school district policy
3. Clear criminal background check
4. Verification of health to perform job
5. Valid driver's license
6. Support staff contract with salary and benefits defined by school district policy

The Epping School District is an Equal Opportunity Employer. Position is subject to Epping School District policy, rules, and regulations.