

EPPING SCHOOL DISTRICT
JOB DESCRIPTION

TITLE: HIGH SCHOOL ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

GENERAL DESCRIPTION: The Administrative Assistant to the Principal is responsible for working directly in an administrative support role to the Principal and provides support to the Epping High School's administrative team as needed. This position also provides 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.

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.

KNOWLEDGE:

1. Requires knowledge of general school office or a professional office environment.
2. Requires knowledge of technology in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e., phones, fax, and copier.

SKILLS:

1. Requires strong service-related people skills and problem solving skills as this position is generally the first contact and has significant responsibility in representing the school.
2. Requires strong verbal and written communication skills due to interaction with the general public, school personnel, state agencies, and other agencies on a regular basis.
3. Requires strong, positive interpersonal relationship skills between students, staff, parents, and community members.
4. Requires strong organizational skills to balance demands of a multi-tasking position.
5. Requires strong technology skills in the areas of office software, electronic communication, database systems, word processing, spreadsheets, and office equipment operation; i.e., phones, fax, and copier.

ABILITIES:

1. Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
2. Requires conscientious attention to detail and commitment to accuracy in all areas.
3. Requires significant confidentiality responsibilities due to parent, student, and staff issues.
4. Requires adhering to district and school policy, rules, and regulations.
5. Requires adhering to all state and federal laws, rules, and regulations.
6. Must demonstrate punctuality, good attendance, and strong work ethics in all areas.

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

PERFORMANCE RESPONSIBILITIES:

PRINCIPAL:

1. Maintain principal's calendar and schedule appointments and/or interviews.
2. Update and maintain administrative calendar for administrative coverage of events.
3. Serve as a liaison between school staff and administration and parents and administration.
4. Process principal's reimbursement requests.
5. Copy and distribute documents/forms signed by the principal, including but not limited to professional development, checks, invoices, personal day requests, etc.
6. Log approved field trips on master field trip calendar and in daily bulletin. Copy and distribute approved forms as appropriate.
7. Organize and coordinate monthly Student-of-the-Month assembly. Collect information and type agenda. Order plaques. Call and invite parents. Receive parents on day of assembly. After assembly, compile and forward information to local newsletter and EPTV after verifying that all student information is approved for print.
8. Type meeting agendas.
9. Organize and coordinate lunch or snacks/refreshments for staff meetings.
10. Post information in the daily bulletin as needed or requested.
11. Maintain employee files.
12. Serve as a liaison with photography company; i.e., Fall/Spring school pictures, senior cap & gown pictures, senior grip & grin pictures, and special events.
13. Collect and review requests for student guests wishing to attend our dances. Generate a log of approved students and forward to class advisor hosting dance.
14. Compile, generate, and schedule fall parent-teacher conferences.
15. Type and distribute fire drill/evacuation procedures and create updated map of school.
16. Organize and coordinate teacher/staff appreciation week in May.

ADMINISTRATIVE:

1. Receive, review, process, and reply to facilities agreement requests for athletic field and entire building usage, including middle school.
2. Log and process student and staff parking permits at the beginning of the year. Update and maintain log throughout school year.
3. Coordinate drivers' education class times and sign ups with the drivers' education instructor/company. Receive and collect pertinent documentation for sign ups. Communicate information to students/parents about drivers ed. Upon completion of classes, process reimbursement paperwork and invoice.
4. Welcome and process new employee: set up new mailbox and employee file. Submit request for email and phone/voicemail set up. Forward employees information to Sharon for snow tree and phone extension list update.
5. Monitor fire drills for length of time it takes for the evacuation of the building. Complete fire drill report, and submit report to the SAU office.
6. As needed or requested, assist with the hiring process by scheduling interviews, copying applicants information for interviewees, and/or being part of the interview team; i.e., attendance secretary.

JUNE EVENTS:

1. Under the direction of the principal, organize, facilitate, and coordinate all facets of the senior dinner and high school awards night, including soliciting donations from local companies.
2. Provide assistance with the preparation of the graduation ceremony as needed, including but not limited to, ordering flowers for in front of the podium and roses for the graduates, ordering balloons for decoration, and greenery and potted flowers for decoration.

MAIN OFFICE:

1. Greet and receive students, school staff, and school visitors in the main office.
2. Supervise students sent to the office.
3. Check identification of parent/guardian dismissing student and verify information against student's information on file.
4. Communicate with classrooms via intercom system for paging students and/or staff.
5. Answer incoming phone calls, take messages, and direct calls as appropriate.
6. Recruit, train, and supervise student aides.
7. Read afternoon announcements daily.
8. Update school's phone greeting daily.
9. Sort and distribute mail and interoffice mail daily, including payroll checks bi-weekly.
10. Provide website manager with upcoming school events for the school's website.
11. Provide head custodian with upcoming school events for the school's exterior reader board.
12. Maintain internal school bulletin board with upcoming school events.
13. Assist with the distribution of student/parent communication/materials as needed or required.
14. Assist with the distribution of school staff communication/materials as needed or required.
15. Prepare paperwork and items for bulk mailing of newsletters and non-time-sensitive materials to parents/students and deliver to post office.
16. Organize main office area for efficiency, safety, and appearance.
17. Coordinate general office operations as needed or required.

OTHER:

1. Respond to inquiries in a timely manner.
2. Type, proofread copy, distribute, and file correspondence as needed or requested.
3. Perform data collection/generate reports; i.e., pulling reports/data on students and/or staff as needed.
4. Perform any other duties/assignments as assigned/requested by the principal.

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 200 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.