



# SCHOOL DISTRICT OF SHIOCTON

## Job Description – Administrative Assistant

### **JOB GOAL**

To provide secretarial/clerical and bookkeeping services to the district by fulfilling a variety of work activities in support of district/school procedures relative to students, staff, committees, activities, parents and community.

### **TERMS OF EMPLOYMENT**

Salary to be established by the Board of Education

### **EDUCATION AND EXPERIENCE**

- High School diploma
- Previous successful office experience preferable, including prior experience using Skyward student and business systems, as well as Office and Google

### **REPORTS TO**

District Administrator

### **DUTIES AND RESPONSIBILITIES**

#### **1. Clerical/Secretarial Responsibilities**

- Perform clerical/secretarial duties related to the support of district/school students, staff, committees, activities, parents and community which may include data management, records management and various reports.
- Provide clerical/secretarial services which may include correspondence, filing, assisting building visitors, telephone responsibilities, and sorting and distributing mail, flyers, etc., as well as word processing of district/school materials.
- Procure office supplies and equipment and assist with same.

#### **2. Record Keeping**

- Coordinate and maintain appropriate district/school records pertaining to students, staff, committees, activities, parents and community.
- Complete detailed reports.

#### **3. Bookkeeping**

- Perform bookkeeping and related activities that support students, staff, committees, activities, parents and community.
- Handle money for such activities as the school checking/savings accounts, hot lunch, miscellaneous fees, fundraisers, fieldtrips, etc.

#### **4. Other duties as assigned**

## **KNOWLEDGE, SKILLS AND ABILITIES**

### **1. Language Skills**

- Strong communication skills with the ability to communicate clearly and concisely, both orally and in writing.
- Ability to construct and read correspondence and memos and to write and comprehend instructions.
- Effectively present information in one-on-one and small-group situations.

### **2. Reasoning Ability**

- Ability to apply common sense understanding to carry out detailed written and oral instructions.
- Ability to deal with problematic issues.

### **1. Related Office Skills**

- Experience with personal computer usage and related software. (Microsoft Word/Excel/Publisher/Skyward/Google/etc)
- Ability to type/keyboard 55-75 words per minute.
- Experienced in the areas of data entry, record keeping and filing.
- Proficient in the area of bookkeeping including accounts payable and accounts receivable

### **2. Participate in training as needed.**

## **OTHER SKILLS AND ABILITIES**

- Possess skills in flexibility, confidentiality and mature decision-making.
- Enjoy working in a fast-paced environment.
- Ability to work in a friendly manner and to establish and maintain effective working relationships with co-workers, students and district staff.
- Ability to handle multiple projects simultaneously.
- Ability to maintain composure under stressful conditions.
- Maintain professional appearance at all times and is well-groomed in accordance with district standards.
- Follows district standards for attendance and punctuality.
- Ability to perform duties while working cooperatively with the staff and district in fulfilling the district's vision, mission and guiding principles.

## **LIST OF SPECIFIC JOB DUTIES**

**Accounts Payable** – All invoices, general fund, officials and activity account; file all related documents

**Assist Business Manager with payroll** – Running reports, correspond with the bank for direct deposits and distributing vouchers

**Assist with Audit**

**Key Control, Badges and Building Security**

**Secretary to the Board**

Take minutes and maintain historical records

Election Coordinator

Registrations and travel

Mail out Board Meeting packets

Communicate via email with Board members as needed

Update records on the WASB website

**Secretary to Superintendent**

Meet with Superintendent to prepare Board agendas

Coordinate and schedule meetings in and out of district

Update and maintain Inclement Weather Day information

**Coordinate/Assist with school registration**

**Bids** – Send out and document for BOE

**Census** – Coordinate and maintain records for the school-wide census each year

**Transportation Coordinator** – Maintain Contracted Bus Driver information; record and coordinate bus trips; prepare parent/parochial transportation contracts.

**Background Checks for employees, school volunteers and chaperones** – Maintain data base.

**Maintain, update and assist with Skylert information**

**Sort and distribute all mail**

**Data base to track and update teacher licenses**

**Extra-Curricular contracts**

**Prepare and reconcile cash boxes for all athletic events**

**Count and reconcile Food Service monies daily**

**District-wide schools supplies** - ordering and stocking

**Personnel Files** – New staff and maintain current staff files – Share info with building secretaries for Student/Staff side of Skyward

**Coordinate purchase orders and account coding with building secretaries**

**Activity Account** – Receipt all incoming funds, reconcile monthly bank statements, and distribute monthly report to get account balances to the individual groups

**Maintain staff address directory**

**Maintain staff telephone extension list**

**Assist with maintaining the Facilities Use Calendar**

**Notary Public**

**Work Permits**

**Bank deposits for General Fund, Food Service and Activity Accounts**

**Maintain and coordinate copiers district wide**

**Maintain postage machine and supplies**

**Order and update district wide forms**

**Respond to all e-mails**

**Answer the phone**

**Customer service for students/staff /parents/community members/volunteers**

### **EVALUATION**

Performance of this position will be evaluated annually by the District administrator

**Approved May 18, 2015**