

November 3, 2022

RIVERVIEW SCHOOL DISTRICT

POSTING

There is an anticipated opening for a Class I Twelve-Month Administrative Assistant at Tenth Street Elementary. Interested candidates should send a letter of interest and current resume to: Mr. David Zolkowski, Principal, no later than **Thursday, November 17, 2022**. Please see the attached job description for additional information.

RIVERVIEW SCHOOL DISTRICT

**ELEMENTARY ADMINISTRATIVE ASSISTANT
JOB DESCRIPTION**

TITLE: Elementary Administrative Assistant

- QUALIFICATIONS:**
1. Bachelor degree given first consideration. Associate's Degree and/or similar related successful work experience considered if skills sets successfully demonstrated.
 2. Previous successful Administrative Assistant experience and training. Priority given to school district and athletic department setting experience.
 3. Demonstrated skills in using computer and computer operations, including WORD, EXCEL, Graphics programs and software, Web Site development, accounting and budgeting software and others as required to perform job functions.
 4. Proven interpersonal skills utilized with internal and external stakeholders.
 5. Exceptional writing skills exhibiting strong and competent command of the English language and appropriate grammar.
 6. Ability to work independently and as a member of a team.
 7. Mathematically competent and able to utilize accurate accounting procedures.
 8. Proven use of strong organizational and problem solving skills.
 9. Experience associated with activities related to the essential functions noted in this job description.
 10. Demonstrates ability to articulate clearly, address customer needs in a positive and proactive manner and maintain a positive team member attitude.
 11. Able to prioritize and maintain confidentiality with all subject matter related to position.
 12. Able to multi-task successfully and maintain positive attitude under sometimes stressful working conditions.
 13. Able to pass competency test designed to measure ability to perform essential functions of the position.

REPORTS TO: Elementary Principal

GOAL: To perform duties associated with supporting Elementary Principal

ESSENTIAL FUNCTIONS:

- 1. Organize and maintain an efficient and effective office that handles a variety of tasks for the administration, faculty, students, and parents of the school.**
- 2. Perform secretarial and clerical tasks of a varied nature. Many tasks will require a thorough knowledge of the rules and regulations of the school and school system and the frequent exercise of independent judgment within the scope of the authority granted by the Principal.**
- 3. Distribute mail and handle correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.**
- 4. Type, reproduce and distribute notices to staff, students and parents.**
- 5. Ensure that all communications from the office meet proper written and oral English standards.**
- 6. Act as a receptionist, greeting visitors, answering telephone calls in a pleasant and efficient manner, and communicating effectively in routine, sensitive, and confidential matters.**
- 7. Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.**
- 8. Provides clerical assistance to the Principal, Guidance Department, Teaching Staff, and others as assigned by Elementary principal.**
- 9. Utilizes District substitute teacher call off and monitoring system to monitor and assist with class coverage, vacancies, scheduling and staffing.**
- 10. Completes data entry, word processing, graphic design, and reports as necessary and requested by principal.**
- 11. Maintain a current school calendar of events and use of facilities.**
- 12. Maintain efficient and well organized electronic and paper data collection and filing systems, including confidential student and personnel files.**
- 13. Arrange appointments and maintain a schedule for the Principal or designee and assigned staff.**
- 14. Make announcements and operate the school intercom systems.**
- 15. Assist the Principal or designee in the preparation of reports and documents by creating graphics and displays, using word processing and data management, creating an attractive presentation, copying, collating, and distributing final products.**

16. Create forms, and compile and organize data and information necessary for the efficient operation of the office, the completion of required district and State data collections, and the completion of the Principal's or designee's responsibilities. Complete all required monthly and year end reports in a timely fashion.
17. Order and maintain office supplies.
18. Maintain inventories of books, materials, and equipment of the school. Responds questions from a variety of individuals (e.g. staff, parents, probation officers, other schools, and/or students, etc.) for the purpose of providing information and/or directions as may be required.
19. Maintains a variety of manual and electronic documents, files, and records (e.g. student attendance, handbooks, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
20. Prepares a variety of documents (e.g. standardized/special reports, letters to parents, passes for students, correspondence, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
21. Create and maintain a clean, attractive, orderly, safe, and efficient office environment.
22. Communicate to the Principal or designee any unusual situations. Advise immediately of any evidence of substance abuse, child abuse, child neglect, severe medical conditions, potential suicide, or individuals appearing to be under the influence of alcohol, or controlled substances.
23. Assist the Principal or designee and staff in handling interruptions and emergencies, calling for assistance when needed.
24. Work cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies.
25. Maintain a safe working condition and operate electronic and other equipment needed to carry out job functions and responsibilities.
26. Display ethical and professional behavior in working with everyone who communicates or is associated with the office. Serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic.
27. Protect confidentiality of records and information about students and staff, and use discretion when sharing any such information within legal confines.
28. Performs other duties as assigned by the Principal or Superintendent.

The above statements are intended to describe the general nature and level of work performed by a person in this position. See the attached duties and responsibilities list for

further details. They are not to be construed as an exhaustive list of all duties that may be performed in such a position.

POSITION SPECIFICATIONS:

Physical Demands	Sitting at desk for extended periods Standing for limited periods of time Frequent bending, stooping, twisting, reaching, grasping Light lifting – up to 25 pounds Frequent carrying – up to 25 pounds Manual dexterity to use office equipment Repetitive movement of fingers and hands for keyboarding
Sensory Abilities	Visual acuity to read correspondence, computer screen Auditory acuity to be able to use telephone and greet visitors and employees Ability to speak clearly and distinctly
Work Environment	Inside year round – office setting; Outside as needed The noise level in the work environment varies on a daily basis based on circumstances presented.
Temperament	Ability to work as a member of a team Must be cooperative, congenial and service-oriented Ability to work in a multi-tasking environment with frequent interruptions
Cognitive Ability	Ability to follow written and verbal directions Ability to complete assigned tasks with minimal supervision Ability to read and write Ability to work independently and make work-related decisions Ability to exercise good judgment in prioritizing tasks Ability to communicate effectively
Specific Skills	Ability to operate office equipment Ability to use computer technology efficiently and effectively Must possess proficient data entry skills Must possess proficient math and accounting skills
Comments	Position holder must have a friendly, helpful personality and focus their time and energy on the goal of supporting children and customizing learning and strive to be a supportive team member.

The position specifications described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The information contained in this job description is for compliance with the Americans with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are currently being performed and additional duties may be assigned.

TERMS OF EMPLOYMENT:

Twelve month Full-Time Confidential Secretary.

Salary, work schedule and other conditions of employment in accordance with the policies of the Riverview School District.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the applicable policies of Riverview School District.

Riverview School District is an Equal Opportunity Employer.

I have read and understand the requirements, duties, and responsibilities for this position.

Employee's Signature _____ *Date* _____

Supervisor's Signature _____ *Date* _____