

Lone Jack C-6 School District



Job Title:	Administrative Assistant	Department:	Staff
Reports to:	Building Principal	Classification:	Non-Exempt
Type of Position:	Non-Contracted	Length of Contract:	Based on Placement

Summary

The Administrative Assistant is responsible for working directly in an administrative support role to the Administrator and provides support to the Lone Jack School District'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, handling announcements, attendance, and greeting and attending to school visitors, school staff, and student requests.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Duties and Responsibilities of an Administrative Assistant

An individual who holds this position is required to:

- Requires knowledge of general school office or a professional office environment.
- 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.
- 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.
- 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.
- Requires strong, positive interpersonal relationship skills between students, staff, parents, and community members.
- Requires strong organizational skills to balance demands of a multi-tasking position.
- 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.
- Requires extraordinary attention to detail and follow through to meet deadlines and commitments.
- Requires conscientious attention to detail and commitment to accuracy in all areas.
- Requires significant confidentiality responsibilities due to parent, student, and staff issues.
- Requires adhering to district and school policy, rules, and regulations.
- Requires adhering to all state and federal laws, rules, and regulations.
- Must demonstrate punctuality, good attendance, and strong work ethics in all areas.

- Comply with all Lone Jack C6 School District policies, rules and regulations.
 - MAIN OFFICE/PRINCIPAL:
 - Update and maintain daily attendance through Tyler SIS.
 - Serve as a liaison between school staff and administration and parents and administration.
 - Process principal's reimbursement requests and staff purchase orders.
 - Copy and distribute documents/forms signed by the principal
 - Post information in the daily bulletin as needed or requested.
 - 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.
 - Compile, generate, and schedule back-to-school events, fall parent-teacher conferences, and end-of-year checkout and activities.
 - Greet and receive students, school staff, and school visitors in the main office.
 - Supervise students sent to the office for detention, discipline, and/or administrative conferences and meetings.
 - Check identification of parent/guardian dismissing student and verify information against student's information on file.
 - Communicate with classrooms via intercom system for paging students and/or staff.
 - Answer incoming phone calls, take messages, and direct calls as appropriate.
 - Recruit, train, and supervise student aides.
 - Update school's announcements daily.
 - Sort and distribute mail and interoffice mail daily.
 - Provide website manager with upcoming school events for the school's website.
 - Update the school's exterior reader board with upcoming events.
 - Maintain internal school bulletin board with upcoming school events.
 - Assist with the distribution of student/parent communication/materials as needed or required.
 - Prepare daily deposits, enter lunch money received from students.
 - Check Revtrak for online deposits and process the information into the proper account. Communicate with AM/PM, Mini-mules and central office for correct recordkeeping of the deposits.
 - Log and process student and staff parking permits at the beginning of the year. Update and maintain log throughout school year.
 - Assist with the distribution of school staff communication/materials as needed or required.
 - Prepare the monthly reimbursement forms for the lunch account through the Department of Elementary and Secondary Education.
 - Collect and review requests for free and reduced lunch applications. Forward to administration for approval. Communicate approval/denial to parents/guardians.
 - Prepare paperwork and items to be mailed to parents/students and deliver to post office.
 - Provide assistance with the preparation of assemblies, including graduation ceremony as needed, including but not limited to, ordering flowers and decorations, organizing materials, and assisting in event set up.
 - Organize main office area for efficiency, safety, and appearance.
 - Coordinate general office operations as needed or required
 - ADMINISTRATIVE ATHLETIC DIRECTOR:
 - Receive, review, process, and reply to facilities agreement requests for athletic field and entire building usage.

- Update and maintain administrative calendar for administrative coverage of events.
 - Maintain district calendar, including field trips, home and away games, evening activities at all schools.
 - Creates the programs for all the sporting events.
 - Arranges for the scorekeepers, gate keepers
 - Contacts the opponent schools on game day.
 - Checks daily event schedules for officials, buses, workers, supervisors and maintenance.
- COUNSELOR :
 - Maintain student records and files.
 - Input grades for technical schools, i.e. Cass Career and Summit Tech.
 - Prepare and mail student transcripts.
 - Schedule classes for students
 - Schedule onsite college recruiters and military personnel.
 - Make and answer parent telephone calls.
 - Supervise students in the counseling center taking online classes.
 - Organize senior awards ceremony, including the winners of all scholarships.
 - Schedule Hi-step activities.
 - Help coordinate the preparation and distribution of all Mule Packs.
 - Prepare honor roll, class ranks, and student GPA's.
- CENTRAL OFFICE:
 - Maintain employee files
 - Welcome and process new employee: set up new mailbox and employee file. Submit request for email, SIS, and phone/voicemail set up.
 - As needed or requested, assist with the hiring process by scheduling interviews, copying applicant's information for interviewees, and/or being part of the interview team.
 - Maintain the accounting records of the school, correctly classifying all revenues and expenditures of the district. Annual reporting of the Annual Secretary of the Board report is required to the Department of Elementary and Secondary Education
 - Enroll all new students to the district. This will include insuring the state MOSIS file is updated correctly.
 - Submit and review Core Data information to the state.
 - Maintain and schedule substitute teachers for both buildings. Ensure all paperwork is complete.
 - Maintain online absences and substitutes information for Payroll.
 - Prepare payroll and distribute monthly payroll information to employees.
 - Prepare birthday cards for administrative signatures.
 - Prepare spreadsheet for Medicare filing, as well as follow up with employees that need to complete Missouri school district administrative claiming form.
 - Ensure all employees complete the proper training and paperwork for insurance and safe schools.
 - Maintain spreadsheets for student activity accounts.
 - Maintain files for contracts and district leases.
 - Work with district auditors and provide appropriate data as needed for them to complete the annual audit.
 - Respond to inquiries in a timely manner.
 - Type, proofread copy, distribute, and file correspondence as needed or requested.

- Perform data collection/generate reports; i.e., pulling reports/data on students and/or staff as needed.
- Perform any other duties/assignments as assigned/requested by the administrator.

Qualifications

An individual who holds this position is required to hold/maintain:

- Education
 - A Bachelor's degree preferred;
 - High School Diploma or GED required.
- Experience
 - Two year prior clerical experience preferred.
- Clearance of District background check

Conditions and Environment

The work environment is consistent with a typical school and/or office environment. Rarely, an individual who holds this position must work outside in rain and snow, and temperatures above 100 degrees and below freezing.

The work conditions and environment described here are representative of those that an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Physical Demands

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. Employee is occasionally required to drive. 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). Tasks may involve extended periods of time at a keyboard or work station. 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. Some tasks require oral communications ability. Noise level is that of a typical school or office setting.

The physical demands 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 essential functions.

Attendance

Regular and consistent attendance is an essential function of this position.

Evaluation of Performance and Employment

The evaluation of performance will be conducted by the Building Level Principal or District Administrator, based on locally developed standards, which align to the Missouri Educator Evaluation System, Teacher Standards. These locally developed standards are consistent with the items listed in the Essential Duties and

Responsibilities section of this document. The teacher will be considered for employment at the regular March meeting of the Board of Education, as per the recommendation of the Building Principal or District Administrator. Employment of teachers shall be in accordance with the provisions of Missouri Law, Section 168.

As a political subdivision, employer, recipient of federal funds, and educational institution, the Board of Education is prohibited from, and hereby declares a policy against engaging in unlawful discrimination, including harassment creating a hostile environment, on the basis of race, color, sex, national origin, ancestry, disability, age, or use of leave protected by the Family and Medical Leave Act, in its programs, activities, and with regard to employment. The Board is an equal opportunity employer.