

Douglas Public Schools

Job Description

The **Administrative Assistant - Building Principal** assists the Building Principal with duties and responsibilities associated with the efficient ongoing operations of the School with primary duties associated with maintaining student records, general administrative assistance and bookkeeping support. Duties performed are designated to relieve administrators of office and routing responsibilities by organizing and participating in the overall school office administrative operations.

FAIR LABOR STANDARDS ACT (FLSA) CLASSIFICATION:

This position is classified as *Non-exempt*.

REPORTING STRUCTURE:

The Administrative Assistant to the Building Principal reports to the Building Principal/Assistant Principal.

QUALIFICATIONS:

1. High school diploma or GED required; Associates Degree or advanced training preferred;
2. At least three years of relevant experience required, public school experience strongly preferred;
3. Reliability is essential and critical;
4. Ability to perform detailed work accurately and in a fast paced environment within strict deadlines;
5. Proficiency with Microsoft applications, particularly Excel, Google Apps required;
6. Strong organizational, problem solving, interpersonal and communication skills; attention to detail and ability to work on multiple duties simultaneously;
7. Ability to work effectively and efficiently in a fast paced environment;
8. Ability to work cooperatively, effectively, and responsively with all constituencies within the school community, as well as with parents and the public, is essential;
9. Ability to maintain confidentiality;
10. Ability to adapt to changing work priorities;
11. Ability to work as part of a team in a busy office environment is essential to assuring that the overall work of the Principal's office is done in an accurate, responsive, and timely manner;
12. Ability to communicate effectively, both verbally and in writing; ability to handle stressful situations effectively;
13. Such alternatives to the above qualifications as the Superintendent may find appropriate

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Greet visitors, determine the nature/purpose of visit and arrange for their comfort and/or direct them to the appropriate destination;
2. Serve as the initial contact/resource person for the Principal's office for the purpose of screening calls, visitors, scheduling, and mail and to organize the flow of communication through the Principal's office in an efficient and effective manner;
3. Receive, screen, record, and direct incoming calls in accordance with school policy;
4. Sort and distribute mail and messages to the Principal, staff, and students;
5. Prepare and expedite transmittal of outgoing correspondence for the Principal;
6. Draft, prepare and distribute communications, reports, newsletters, and other notices to parents;
7. Process attendance and payroll time sheets for the building staff;
8. Maintain a regular filing system as well as a set of locked, confidential files and process incoming correspondence as directed;
9. Prepare and maintain student records and ensure that they are updated regularly;
10. Enroll and register all new students;
11. Maintain accurate and updated records of student enrollment attendance, tardiness, and dismissals;
12. Maintain an emergency notification system for contacting parents;
13. Assist in monitoring students who are sent to the office for disciplinary reasons;
14. Prepare and enter purchase order requisitions to order supplies. Receive, and maintain supplies as needed;
15. Assist with preparation of Principal's office budget and assist with submittal of the building budget;
16. Attend to administrative details not requiring the immediate attention of the Principal;
17. Perform bookkeeping tasks associated with the specific building assigned by the building Principal, for example: Student Activity Funds, if applicable, in compliance with DESE audit compliance guidelines, the Douglas Public Schools Student Activity Fund Guidelines, and Town of Douglas procedures; Preschool Program, if applicable, collection and tracking of fees, reconciliation procedures; and other duties as assigned.

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18. Monitor Principal's Budget for necessary transfers; remit transfer requests, upon approval of the Principal, to the Business Manager;
19. Follow all policies and procedures as directed pursuant to MA General laws, School Committee Policies, Building policies, and other compliance guidance;
20. Assist internal and external customers and provide excellent customer service;
21. Other duties or special projects as assigned by the Building Principal.

PHYSICAL WORKING CONDITIONS:

Work is primarily sedentary and performed in an office setting. Work requires use of hands and fingers, ability to handle and feel objects, tools, or controls. Occasional periods of walking, bending, stooping, kneeling, reaching, and occasionally lifting up to 20 pounds may be required. Specific vision abilities required by this job include close vision and ability to adjust focus. The work may require occasional in-district travel.