

FRANKLIN PIERCE SCHOOLS
JOB DESCRIPTION

POSITION TITLE: MIDDLE SCHOOL ADMINISTRATOR'S ASSISTANT/ATTENDANCE

JOB SUMMARY: The Middle School Administrator's Assistant/Attendance is responsible for assisting the office manager, principal, and assistant principal; responding to inquiries from students, staff, and public; preparing, distributing, and processing documents; inputting data; maintaining records and files; assisting in health room.

ESSENTIAL JOB FUNCTIONS:

Responds to inquiries from district staff, students, parents, and the public to provide information, clarification and/or direction to appropriate parties.

Prepares and distributes documents to provide information to district staff, students, parents, and the public.

Inputs data into computer system, processes documents, and maintains files and records to ensure timely and accurate information is available.

Assists office manager and assumes responsibility in absence, as required.

Assists school assistant principal with daily operations, as required, to ensure a safe and welcoming environment for students, staff, parents, and the public.

Assists in health room and assumes responsibility in absence of health assistant, as required.

Other duties as assigned.

MINIMUM QUALIFICATIONS:

Possess a high school diploma or equivalent, required.

Two years secretarial experience in a school setting, preferred.

First Aid/CPR or ability to obtain.

REQUIRED SKILLS, KNOWLEDGE, AND ABILITIES:

Skills to

- operate standard office equipment and perform general clerical procedures;
- use proper grammar, spelling, and English in both oral and written communications;
- handle confidential matters and information in a professional manner;
- perform basic arithmetic calculations.

MIDDLE SCHOOL ADMINISTRATOR'S ASSISTANT/ATTENDANCE, Continued:

Knowledge of

- word processing, spreadsheet, and database software;
- student database system;
- district/state/federal policies;
- general clerical procedures;
- operation of standard office equipment, including a computer.

Ability to

- work in an atmosphere where interruptions occur frequently and priorities are often modified;
- use diplomacy in dealing with public and district staff;
- establish cooperative working relationships with district staff to enhance the completion of assigned tasks;
- communicate effectively with co-workers, students, parents, and the public;
- organize and sets priorities; meets deadlines,
- attend to detail and follows through on a variety of assigned tasks;
- understands and carry out oral and written instructions;
- upgrade skills necessary to perform work.

REPORTING RELATIONSHIP: Reports to the Assistant Principal

April 2000

Revised August 2007

Revised December 2008

Revised August 2016

Revised October 2020