

WINOOSKI SCHOOL DISTRICT
Job Description

Job Title: Administrative Assistant to the Middle and High School Principals

Date Approved/Updated: June 9, 2010

Location: Winooski Middle/High School

Job Group: Support Staff, Union

Reports To: Duties associated with Grades 6-8 will report to K-8 Principal and duties associated with Grades 9-12 will report to high school principal.

Summary of Position Responsibilities: Supportive role to the Principals and the smooth and efficient operation of the school office.

Essential Duties and Responsibilities:

Data Management:

1. Proficient in use of School Information System.
2. Maintain appropriate section of website.
3. Maintains a daily record of absences, tardiness, and early dismissals. Issues admittance and dismissal slips.
4. Maintains a computerized data base system that generates the official school register and related documents.
5. Maintains a record of all receipts and disbursement of all student and school accounts.
6. Maintains an inventory of all supplies.
7. Issues and maintains a record of all keys approved for distribution.
8. Maintains a filing system that supports administrative needs.

Communications:

1. Serves as receptionist for all office phone calls.
2. Welcomes visitors and assist them to meet their needs or refer them to the appropriate staff.
3. Processes documents that support administrative needs.
4. Handles the distribution of mail.

Administrative

1. Serves as the initial contact of others with the Principals.
2. Supports the maintenance of a list of substitute teachers and arranges for substitutes.
3. Maintains an attractive, functional office setting.
4. Makes phone calls regarding absentees as directed.
5. Any other duties as assigned by the Principals.

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Professional:

1. Maintains an informed knowledge of district activities.
2. Maintains an up-to-date knowledge of skills.
3. Acts in all ways to promote a respectful, caring office environment.

Supervisory Responsibilities include: N/A

Qualification Requirements:

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Computer proficient, technologically literate, with related business skills.

Certificates, Licenses, Registrations:

Language Skills:

Mathematical Skills:

Reasoning Ability:

Other Skills and Abilities:

Physical Demands:

The physical demands are typical 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. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

F Standing _F_ Walking _C_ Sitting _O_ Lifting _O_ Carrying _Pushing
_Pulling _Climbing _Balancing _Stooping _Kneeling _Crawling
_Crouching _Reaching _Handling _Fingering _Feeling _C_ Talking
C Hearing _O_ Far Vision _O_ Near Vision _Color Vision _Depth Perception _C_ Repetitive Motion
_Eye/Hand/Foot Coordination

Physical Effort: Please indicate on the continuum the requirements of this position:

<i>Sedentary Work</i>	<i>Light Work</i> XX	<i>Medium Work</i>	<i>Heavy Work</i>	<i>Very Heavy Work</i>
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N Exposure to weather _N_ Extreme heat _N_ Extreme cold _O_ Noise _N_ Dust, vapors, fumes
F Time constraints _C_ Public contact _F_ Deadlines _O_ Travel _C_ Inside work

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual(s) currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.

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Terms of Employment: Twelve-month year. Salary and work year to be established by the Board.

Compensation: As per negotiated agreement with support staff.

Evaluation: Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services personnel.

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