

**JOB DESCRIPTION**  
**ELEMENTARY ADMINISTRATIVE ASSISTANT**  
**SCHOOL DISTRICT OF PITTSVILLE**

**REPORTS TO:** Elementary School Principal

**GENERAL SUMMARY:** To provide a professional atmosphere for contacts with students, parents, and others and to be a participating team member to keep the elementary school office running efficiently. Provides secretarial support to the elementary school principal, including correspondence, reports, records management, and data compilation using a variety of word processing, spreadsheet, and specialized program applications. Performs duties of a sensitive and confidential nature.

**YEARLY CONTRACT PERIOD:** Starts during the week before teacher inservice in August through the week following teacher inservice in June with days assigned as needed in the summer.

**QUALIFICATIONS:**

1. Possess the ability to work harmoniously with people.
2. Possess the personal characteristics necessary for successful association with school-aged children, teachers, staff and parents.
3. Be willing to accept and follow all reasonable work requests made by the supervisor.
4. Possess the qualities of reliability, honesty and promptness in performing duties and directives.
5. Be neat, clean, and dress appropriately.
6. Possess the necessary skills to operate office equipment and understand student records computer program.
7. Possess the ability to communicate in a positive manner with supervisor, staff, teachers, students, parents, and community-based professionals.
8. Maintain confidentiality in general with student related information and personnel issues.
9. High school diploma and post high school secretarial education and/or equivalent experience. Two year Associate Degree preferred.

**JOB RESPONSIBILITIES:**

**Attendance**

1. Maintains daily attendance records for the PK-8 students, daily contacts parents regarding verifying absences and tardies, and responsible for notifying the Principal of possible truancy problems.
2. Issues tardy pass, early release pass, bus pass, and necessary paperwork to students upon returning or leaving school.
3. Works with the Principal on various aspects of establishing procedures for student records, attendance/truancy.
4. Notifies teachers for school work assignments to be sent home for absent students when requested.
5. Maintain new student enrollment transfer-in and transfer-out students for grades PK-8 requesting records and sending records of student transfers. in compliance with state statute requirements.

**General Office**

1. Responds in a professional manner to telephone calls. Courteously greets students, staff, parents and visitors, determines their needs, checks appointments, and directs them to the proper person.
2. Monitors portable radio traffic for school and bus, and assist where needed.
3. Maintains and updates the voice mail for the school.
4. Sends communications to the local newspaper when requested and as needed.
5. Monitors school cameras, monitor locked doors, assist the Principal with safety announcements and procedures.
6. Performs general typing and secretarial duties to assist the Principal.

7. Is aware of and complies with the Staff Handbook for the school year.
8. Assists the principal with conducting fire, weather, and safety drills.
9. Prepares cumulative files, test files, and medical files for new students and maintains student cumulative and test files.
10. Maintains course records and data entry for class schedules for PK-8 students.
11. Prepares forms and materials for distribution to students/parents as required throughout the year.
12. Prepares fliers and programs for school events as required.
13. Records disciplinary actions for attendance records.
14. Requisitions for office supplies.
15. Maintains an attractive and comfortable reception area and office.
16. Maintains report card records for 4K-8 students.
17. Maintains new year roll over of student records.

### **Medical Care of Students**

1. Assists Health Coordinator as needed to dispense prescription and nonprescription medications to students as required and keeps records of dispensed medications.
2. Assists Health Coordinator as needed to administer first aid to injured students and records aid administered.
3. Assists Health Coordinator as needed to make contact with parent/guardian for students who are injured or become ill and require transportation home as needed and cares for children until parent/guardian arrives.

**EVALUATION:** The administration shall complete an evaluation in accordance with Board policy.

***Approved by the Board of Education May 8, 2023.***