

JOB DESCRIPTION
HIGH SCHOOL ADMINISTRATIVE ASSISTANT
SCHOOL DISTRICT OF PITTSVILLE

REPORTS TO: High 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 high school office running efficiently and effectively. Provides administrative assistant and secretarial support to the high school principal, including correspondence, reports, records management, and data compilation using a variety of technology, including but not limited to MS Suite, Google for Education Suite, and specialized program applications. Performs duties of a sensitive and confidential nature.

YEARLY CONTRACT PERIOD: Second week in August through the first week of June with days assigned as needed in the summer.

QUALIFICATIONS:

1. Have a proven ability to learn and navigate computers, software, and other technology
2. Have a proven ability to work well in a collegial and collaborative learning environment.
3. Possess the personal characteristics necessary for successful association with school-aged children, teachers, staff and parents.
4. Have a proven ability to accept and follow all reasonable work requests made by supervisor.
5. Possess the qualities of reliability, honesty, and promptness in performing duties and directives.
6. Be neat, clean, and dress appropriately for the PK -12 education environment.
7. Possess the necessary skills to operate office equipment and understand student records computer program.
8. Possess the ability to communicate in a positive manner with supervisor, staff, teachers, students, parents, and community-based professionals.
9. Maintain confidentiality in general with student related information and personnel issues.
10. High school diploma and post high school secretarial education and/or equivalent experience. Two year Associate Degree preferred.
11. Ability to pass background check.

DUTIES AND RESPONSIBILITIES:

Attendance

1. Maintains daily attendance records for the grades 9-12 students, daily contacts parents regarding verifying absences and tardies, and responsible for notifying the Principal of possible truancy problems.
2. Issues admit slips to students upon returning to school after being absent/tardy.
3. Works with the Principal on various aspects of establishing procedures for student records, attendance/truancy.
4. Obtains school work assignments to be sent home for absent students when requested.
5. Handles Transfer-in and Transfer-out students for grades 9-12 requesting records and sending out records to the school the student transfers to 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. Accurately captures updates to Student Handbook.
3. Notifies principal of unfulfilled absences in Frontline in a timely manner.
4. Works within employee absence program.
5. Maintains accurate records of internal coverage for compensation.
6. Maintains and updates the voicemail and information line for the high school.
7. Updates high school calendar online and marquee.
8. Sends communications to the local newspaper when requested and as needed.
9. Prepares bulk mailings.
10. Performs general typing and secretarial duties to assist the Principal.
11. Is aware of and complies with the Staff Handbook for the school year.
12. Assists the principal with conducting fire drills.
13. Prepares transcripts for new students and maintains student transcript files.
14. Distributes class lists and lesson plans to substitute teachers.
15. Prepares forms and materials for distribution to students/parents as required throughout the year.
16. Prepares fliers and programs for school events as required.
17. Requisitions for medical and office supplies.
18. Maintains comfortable reception area and office.
19. Assists Athletic/Activities Director.
20. Electronically manages incoming Medication forms, Chromebook forms, etc.
21. Acts as the registrar and transcripts management.
22. Acts as Guidance Counselor Secretary.
23. Maintains Skyward (student management system) and files state reports including those reports for student data regarding Medicare and Social Security benefits.

Medical Care of Students

1. Dispenses prescription and nonprescription medications to students as required and keeps records of dispensed medications.
2. Administers first aid to injured students and records aid administered in injury log.
3. Makes contact with parents/guardians for students who are injured or become ill and require transportation home as needed. Cares for students until parent/guardian arrives.
4. Maintains communication with the contracted nurse consultant assigned to our school regarding school health issues of students.
5. Assists school nurse with reporting of immunizations of students and prepares required reports for principal signature meeting required statutory deadlines.
6. Prepares service event reports for Medicaid students and participates in Medicaid time study when requested.
7. Makes parents aware of the secondary insurance available to students injured at school or at a school event. Assists those parents in need of this service in completing the paperwork.

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

Approved by the Board of Education May 8, 2023.