

Eagle Butte Public School District 20-1

JOB DESCRIPTION

JOB TITLE:

Elementary Administrative Assistant

REQUIREMENTS:

- A. Education Level: High School Diploma or Equivalent
- B. Experience Desired: Successful clerical experience, one to three years
- C. Physical Requirements: Constant hand-eye/mind-eye coordination, hearing; intermittent keyboarding, use of wrists, hands, fingers, speaking, typing and writing. Frequent filing, sitting, standing, and walking.
- D. Other Requirements: Ability to maintain complete confidentiality in accordance with policy. Ability to communicate effectively with and relate well to others. Demonstrated proficiency with the computer including word processing, data entry, and spread sheets. Proficient in basic accounting and record keeping, knowledgeable in administering first aid and caring for sick children, ability to work with frequent interruptions, and ability to establish positive rapport with students and school families.

***Experience with Infinite Campus and NASIS records platforms.

REPORTS TO: Principal, Assistant Principal

RECEIVED GUIDANCE FROM: Principal, Assistant Principal, Superintendent

EVALUATED QUALIFICATIONS:

1. Demonstrates working knowledge in area of responsibility
2. Demonstrates an understanding and knowledge of resources, equipment, materials, and methods
3. Complies with established work rules, district policies, and regulations
4. Completes work assignments in a timely fashion
5. Displays awareness of safety and security factors
6. Exhibits the ability to be self-sufficient
7. Complies with directives given by supervision
8. Meets work standards
9. Shows initiative in addressing needs
10. Managing routines and procedures
11. Problem solving skills
12. Communication and interactive skills
13. Time management
14. Organizing physical space
15. Professionalism
16. Attendance and tardiness

JOB SPECIFIC PROFESSIONAL RESPONSIBILITIES:

- Registers new students and maintains accurate student records.
- Prepares/composes principal's written communication through the use of word processing software and the computer.
- Enters student attendance information daily into the computer.
- Verifies student absences and informs the principal of excessive student tardies and absences.
- Operates office machines.
- Handles and distributes mail.
- Processes incoming communications.
- Answers telephones, logs and delivers messages.
- Unpacks materials received.
- Inventories and disperses incoming supplies and other instructional materials.
- Successfully completes First Aid, CPR, AED, and CPI Training
- Provides care/first aid for students with injury and/or illness. Care could be emergent or non-emergent in nature.
- Completes district accident reports.
- Provides care for students with chronic health conditions, in accordance with student's care plan as delegated by the school nurse. Care could be emergent or non-emergent in nature.
- Obtains authorization, logs, and dispenses medication to students, as delegated by the school nurse.
- Processes student immunizations in accordance with SD state law and district procedures.
- Delivers phone messages.
- Prepares and verifies requisitions and process vouchers.
- Serves as receptionist.
- Enters data into computer.
- Performs other duties as assigned by supervisor.