

**Lakewood School
Twin Lakes School District #4**

Job Title: Administrative Assistant
Department: Support Staff
Reports to: Principal and Administrator
Supervises;

Position Summary: Takes initiative anticipates and executes responsible office work involving confidentiality and a large degree of independent judgment and initiative. Provides administrative support to the Administrator, Principal and teaching staff. Assures smooth and efficient operation of the administrative offices so the maximum positive impact on the education of the students of the district can be realized. Projects a professional secretarial image with administration, staff, parents and students.

Qualifications:

EDUCATION, EXPERIENCE, AND EXPECTATIONS

1. High school diploma or equivalent, associate degree or Bachelor's degree preferred
2. Previous experience as an executive secretary or Administrative Assistant
3. Must be 18 years of age
4. Must present a professional image
5. Possess organizational skills
6. Ability and desire to get along with people, handle situations and individuals with tact and discretion
7. High level of computer skills a necessity. Knowledge of computer programs such as Word, Excel, PowerPoint, etc.
8. Working knowledge of basic office procedures and the operation of common office equipment and machines
9. Ability to follow oral and written instruction of the administrative office
10. Thorough knowledge of English Language, composition, grammar and spelling
11. Must have or be willing to pursue first aid / CPR certification

PERFORMANCE FUNCTIONS:

1. Meets the public and provides general information, deals effectively with a variety of personalities and situations requiring judgment and poise. Answer questions, handle inquiries, and refers people to appropriate personnel
2. Answers and directs telephone calls to appropriate department or person, and assists calls when knowledgeable on a subject under discussion
3. Maintains a regular filing system, as well as a system for confidential student records
4. Assists in maintaining the student information and grading system, enters appropriate student information, prepares reports from the information system and assists in keeping all data/information current, accurate and up-to-date.
5. Prepares Student Honor Rolls
6. Organizes student registration days (including four year old and five year old kindergarten), and processes records for incoming pupils
7. Organizes and processes student records for exiting pupils
8. Coordinates with bus company for students busing
9. Maintains a student first attitude
10. Prepares certificates for student achievements, including attendance, academic and athletic participations
11. Prepares and organizes student picture day, and collects for yearbooks

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12. Prepares student/parent correspondence such as monthly and yearly calendar, and lunch menu
13. Responds to students referred to the office for illness or accidents, and provides medication(s) as prescribed by a physician with parental / guardian approval when designated to do so
14. Facilitates and assists in preparation for Grandparents Day, and the Academic, Athletic and Commencement ceremonies
15. Assists in student open enrollment applications and procedures, compiles all open enrollment information, tuition waiver information, documentation, and records
16. Facilitates all state reports pertaining to student enrollment
17. Prepares and submits student rosters for student ELLS, WKCE and MAP testing
18. Prepares and submits student rosters for MAC/BAS reporting
19. Maintains and prepares record keeping and reports for State WSLS and ISES Systems
20. Assists in coordination and assigns substitute teachers and aides
21. Prepares and files teachers letters of intent and contracts
22. Supports administration and staff in assigned project based work
23. Assists the principal, administrator and school nurse as needed and requested to do so
24. Performs other duties as assigned by the Principal and District Administrator

PROFESSIONAL RESPONSIBILITIES:

1. Participates in professional growth activities including Skyward and DPI seminars
2. Willing to participate in school committees
3. Follows the policies and procedures of the school district
4. Demonstrates a sense of professional responsibility
5. Develops professional goals for school year and summer work schedules
6. Keeps school matters in highest confidence

The responsibilities listed above are intended as illustrations of the various types of work performed by persons in this position. This list is not all-inclusive. The omission of a particular job duty does not mean that the duty is not one of the essential functions of the job. The individuals currently holding this position perform additional duties, and additional duties may be assigned. This job description does not create an employment contract between the District and the employee and is subject to change by the District as the need of the District and the School change over time. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Wages, Hours and Working Conditions: Secretarial / Clerical staff wages, hours and work schedules will be determined by the Secretarial Salary schedule.

Evaluations: Evaluations will be completed yearly.