



## Fort Cherry School District

### Job Description

- Title:** Administrative Assistance to the Building Principal  
(Building Secretary)
- Overview:** Employee shall perform a variety of clerical, secretarial, and other minor administrative functions required for the operation of school sites and other instructional programs; perform other related duties as required.
- Location:** School Building Main Office
- Reports to:** Building Principal
- Supervises:** Clerical Aide
- Coordinates with:** All Administrative and Supervisory Personnel of the School District  
All Employees of the School District either directly or indirectly

**Essential Duties:**

1. Open/Close Main Office of Building
2. Make arrangements for substitutes/class coverages
3. Track staff absences and report to Business Office
4. Maintain daily office business—teachers, parents, and students
5. Main Correspondence of phone, email, website, and intercom
6. Attendance: daily entries, excuses, homework for absentees, and end of year reports, and substitutes (time sheets)
7. Coordinate student information system with Principal(s), Guidance, and Central Registrar



8. Assist Principal(s) with discipline records in SIS: detention/suspension letters, detention lists, homework requests for suspended students
9. Monitor students in the office during times of consequences
10. Cover any supervision of students throughout building, as appropriate and applicable
11. Maintain Student Files, including, but not limited to creation and elimination of student files (i.e. file academic reports, working papers/permits, and warning letters; maintain student bills; scan documents as needed for efficient storage transition from year to year; transition withdrawals; and the like)
12. Coordinate paperwork for transportation of field trips and special bus requests with Transportation Department, as applicable
13. Create building calendar with Principals and Central Office
14. Maintain and print student schedules including homerooms and class schedules, as applicable
15. Miscellaneous reports, updates and correspondence
16. Manage damage and loss of school property and report to Business Office
17. Create, compile, and disseminate correspondence to teachers, parents, and students, including but not limited to academic, extra-curricular, and special programming/event
18. Coordinate, organize, and schedule outside personnel, agencies, and school visitors
19. Ordering of general supplies and curriculum in conjunction with building principal, teachers, business office, and vendors
20. Complete beginning and end of year reporting (i.e. bell schedules, attendance, schedules, calendars, retentions/promotions, enrollment, local/state/federal data, etc.)
21. Communicate effectively with all members of the District and Community
22. React to change productively and handle other tasks as assigned



23. Maintain confidentiality
24. Support the mission, vision, and belief statements of the District
25. Any other responsibilities assigned by the Superintendent/Building Principal

**Qualifications and Skills:**

- High School Diploma; Associates Degree preferred
- Two (2) years of successful experience as administrative assistant preferred
- Demonstrate an average working knowledge of technology used by the District
- Demonstrate strong communication skills both verbal and written
- Ability to work well with others and have positive attitude for customer service
- Ability to organize, supervise, and set priorities
- Ability to work effectively in a school office setting characterized by frequent interruptions
- Ability to multi-task and exercise good judgment while working in a dynamic environment
- Ability to respond sensitively to common inquiries or complaints
- Ability to work independently and be self-motivated
- Ability to gain all clearances and requirements set forth by federal, state, and local regulations
- Any addition to the above qualifications/skills as be determined by the Board of School Directors/Superintendent

**Terms of Employment:**

Employment obligations are defined in the Support Personnel Collective Bargaining Agreement. Such items as work year, workdays, salary, and benefits will be established in accordance with the provisions in the written agreement.

**Evaluation:**

Job performance will be evaluated at least annually in accordance with the provisions outlined in the collective bargaining agreement.