

Position Title: Elementary Administrative Assistant  
Qualifications: Strong educational and employment history as a receptionist and administrative assistant  
Department: West Salem Elementary School Office  
Reports To: Building Principal  
Approved By: Board of Education

I. Summary:

To receive visitors to the office reception area, answer the office telephone and complete other assigned projects for the office, and assist the principal and associate principal and students in the day-to-day operation of the school in a professional and confidential manner.

II. Essential Duties and Responsibilities:

- A. Monitor the collection, record and deposit of all monies daily with the district business office.
- B. Maintain an adequate inventory of supplies for the operation of the school and staff.
- C. Serve as the elementary school petty cash custodian.
- D. Maintain records of student admissions and transfers to other district.
- E. Process all purchase orders.
- F. Sort and open mail and notify staff of package arrival.
- G. Secure substitutes for absent staff members in emergencies. Monitor and verify all absences by staff members daily in AESOP, and forward a reconciled report to the payroll clerk.
- H. Forward all signed time sheets to the district payroll clerk by Tuesday of each week.
- I. Administer minor first aid in the absence of the school nurse.
- J. Keep attendance records and call the homes of students not in school and not reported as absent.
- K. Function as the building receptionist and greet persons entering the office.
- L. Complete reports and work for the principal/associate principal as assigned.
- M. Maintain student cumulative records.
- N. Update the district website for the school.
- O. Enter student data in a timely manner on all new students into the student management software program.
- P. Maintain the ICES data system for the school building.
- Q. Maintain an orderly flow of communication with staff and parents/guardians

- R. Be knowledgeable of and carry out the West Salem School District policies.
- S. As a representative of the school district, deal with the public and school employees in a courteous and professional manner.
- T. Perform all other duties as the elementary Principal, associate principal or the superintendent may determine.

III. Supervisory Responsibilities:  
None

IV. Qualification Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed above are representative of the knowledge, skill and/or ability required.

A. Education and/or Experience

High School graduate with a two-year technical school degree preferred with a major in administrative assistance, and a minimum of two years experience as a receptionist and administrative assistant.

B. Certificates, Licenses, Registrations:

Bonded and able to meet notary public requirements and maintain updated First Aid, CPR and AED certification and hold a current driver's license.

C. Language Skills:

Ability to read, analyze and interpret general business periodicals, professional journals, technical procedures, and/or governmental regulations. Ability to take meeting notices, write drafts of meeting minutes, edit reports and business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public.

D. Mathematical Skills:

Ability to read charts, graphs and computer data and create spreadsheets.

E. Reasoning Ability:

1. Ability to define problems, collect data, establish facts and draw valid conclusions.

2. Ability to interpret an extensive variety of technical instruction and deal with several abstract and concrete variables.
3. Ability to maintain a high degree of confidentiality within and outside the school and work collegially with all staff members.

F. Technology Skills:

1. Demonstrate ability to use appropriate technology to process, store, and retrieve data required for the position.
2. Demonstrate appropriate software skill levels for word processing, spreadsheets, database, presentation and telecommunications.

G. Other Skills and Abilities

Ability to problem solve and work collegially with co-workers, students, the general public, all staff members and supervisors and independently when appropriate.

H. Physical Demands:

1. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
2. While performing the duties of this job, the employee is regularly required to stand, walk, sit, talk, and hear. The employee is occasionally required to reach with hands and arms, stoop, kneel, crouch or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
3. Must be able to exert 30-60 pounds of force occasionally and/or 20-35 pounds of force frequently, and/or greater than negligible up to 10 pounds of force constantly to move object. Lifting up to 50 pounds.

I. Work Environment:

1. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
  
2. The noise level in this environment is quiet to loud, depending upon the activity in the particular part of the day.

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.

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