

West Salem School District  
Job Description

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Position Title: Administrative Assistant to the High School Assistant Principal / Activities Director  
 Department: West Salem School District Office  
 Reports To: Assistant Principal / Activities Director  
 Prepared By: High School Principal Date: 6/2/08  
 Approved By: Board of Education Date: 8/25/2008

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- I. Summary:  
 Perform secretarial duties as outlined by the AP / AD. Record and manage student attendance. Perform clerical duties as needed for high school activities.
- II. Essential Duties and Responsibilities:  
Summary:  
 A. Perform all such other duties assigned by AP/AD.  
 B. Be knowledgeable and follow all district policies.  
 C. Compile and prepare programs and rosters.  
 D. Assist with all forms of co-curricular and attendance record keeping.  
 E. Perform any and all clerical duties as requested by the AP/AD.  
 F. Maintain and update the marquis.  
 G. Coordinate communication between teachers, parents and other secretaries regarding students sent to the ALC.  
 H. Contact parents who have not reported their child absent.  
 I. Contact students and parents regarding unexcused absences.  
 J. Maintain detention records.  
 K. Prepare data for state enrollment reports.  
 L. Prepare information for truancy proceedings.  
 M. Courteously and effectively work with students, staff, administrator, vendors and the public at all times.  
 N. Perform all such other duties assigned.  
 O. Be knowledgeable of and follow all district policies.
- 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 below are representative of the knowledge, skill and/or ability required.
- A. Education and/or Experience  
 High school diploma required, advance computer and secretarial training preferred.
- B. Certificates, Licenses, Registrations:  
 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, or governmental regulations. Ability to take meeting notes, writes drafts of meeting minutes, edit reports, and complete business correspondence. Ability to effectively respond to requests and questions from groups of staff, school board members, and the general public. Ability to make oral presentations to groups of staff, students, parents and or community members.

- D. Mathematical Skills:  
Ability to read charts, graphs and compute sums.
  
- 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 in 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 the ability to use appropriate technology to process, store, and retrieve data required for the position.
  2. Demonstrate appropriate software skill levels for word processing, spreadsheet development, and construct and present visual presentations, and telecommunications skills.
  
- G. 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 25 pounds. Specific vision abilities required by this job include close vision, distance vision and the ability to adjust focus.
  
- H. 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 performs additional duties and additional duties may be assigned.