

ARLINGTON HEIGHTS SCHOOL DISTRICT 25
1200 South Dunton Avenue
Arlington Heights, Illinois 60005-3122

Job Description
Administrative Assistant to the Building Principal – Elementary School

Purpose:

The job of Administrative Assistant to the Building Principal was established for the purpose(s) of providing complex and confidential secretarial and administrative support to the building principal and other building administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating projects and site activities.

Essential Functions:

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, other schools, general public, etc.) or the purpose of providing information, facilitating communication among parties and/or providing direction.
- Maintains a wide variety of manual and electronic documents, files, and records (e.g. budget data, student records, financial records, time sheets, work orders, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a wide variety of reports, documents and correspondences of a confidential and non-confidential nature (e.g. letters, memorandums, periodic and ad-hoc reports, operational procedures, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, budget information, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Collects payments for a variety of events (e.g. fines, fees, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, etc.) for the purpose of preparing reports and/or processing requests.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, arrangements for meetings, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Monitors a wide variety of activities on behalf of building administrators (e.g. meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals, meeting target dates in compliance with established guidelines and regulatory requirements.
- Reconciles account balances and bank statements for assigned budget categories for the purpose of maintaining accurate account balances.
- Presents information on building administrative procedures (e.g. building reporting procedures, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring student welfare and maintaining a secure office environment.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions:

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Participates in training for the purpose of providing or receiving information and updating skills as changes occur in district software.

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements:

Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent job related software applications; performing basic bookkeeping and record keeping; and preparing and maintaining accurate records.

Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: basic bookkeeping principles; business telephone etiquette; basic mathematics; common office machines (e.g. computer, fax, printer, etc.); concepts of grammar and punctuation; and office methods and practices.

Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; adapting to changing work priorities; setting priorities; working as part of a team; and working with frequent interruptions.

Working Environment:

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling and significant fine finger dexterity as well as the physical capability to effectively use and operate various items of office related equipment, such as, but not limited to: a personal computer, calculator, copy machine, and fax machine. Generally the job requires 90% sitting, 5% walking, and 5% standing. The employee must have the use of sensory skills in order to effectively communicate and interact with other employees through the use of the telephone and personal contact as normally defined by the ability to see, read, talk, hear, handle, or feel objects and controls. This job is performed in a generally clean and healthy indoor environment.

Performance Responsibilities:

- Work as a team member with principal, staff, district personnel, parents, and students
- Performs all secretarial duties associated with the effective functioning of a school office including:
 - Process incoming correspondences and prepares outgoing correspondence, reports, and notices as directed
 - Proofread/edit school correspondence as needed
 - Place and receive telephone calls and record messages
 - Operate school intercom and walkie-talkie
 - Present a positive image of the school to parents, students, and guests
 - Maintain a regular filing system (manual and electronic)
 - Order and maintain supplies, subscriptions, memberships, etc. as needed
 - Schedule appointments and meetings
- Arrange substitutes for "floating times"
- Arrange last minute/emergency substitutes for the building as needed
- Complete daily student attendance report and contact parents to verify absences when necessary
- Collect money and communicate information on daily lunch count
- Collect fees for field trips, fundraisers, etc. and deposit them to the appropriate accounts
- Reconcile bank statements
- Issue purchase requisitions and purchase orders
- Set up and maintain office procedures and filing systems
- Prepare building, district, state, and federal reports as required
- Collect and process all student registration materials
- Enroll new and transferring students
- Collect and maintain current and accurate information, emergency forms, and enrollment data on all students

- Prepare files and records for students entering or withdrawing from the school
- Issue visitor passes to all who enter the school
- Monitor children sent to the office by teachers
- Attend to ill and injured students sent to the office in accordance with District policy and procedures
- Collect and maintain accurate teacher attendance records for all building staff and substitutes in electronic database
- Process such correspondence as deemed necessary and appropriate by the building administrator
- Maintain and coordinate revision of various handbooks, brochures and forms on an annual bases
- Provide timely and accurate information about building facilities and school activities
- Oversees other school office clerical personnel as needed
- Perform such duties as may be directed by the building administrator

Education and/or Experience:

- High School diploma required and an Associates Degree required/Bachelor's Degree preferred.
- One to three years of previous office work experience preferably in school setting.
- Ability to operate a computer and related software such as Microsoft Word, Excel, PowerPoint, Quicken.
- Use of computers, PC and Mac, copiers, fax machines, laminating equipment, and other office equipment.
- Must be able to pass a typing test at 55 words per minute.

FLSA Status: Non-Exempt

Employee Group: SASP

Work Year: Twelve Months – Middle School
Ten Months – Elementary School

Reports to: Building Principal

PHYSICAL DEMANDS

Strength and Endurance

Lifting	Occasional – less than 33%
Carrying	Occasional – less than 33%
Pushing	Occasional – less than 33%
Pulling	Occasional – less than 33%

Mobility

Standing	5%
Walking	5%
Sitting	90%

Coordination

Stooping	Seldom – less than 5%
Kneeling	Seldom – less than 5%
Crouching	Seldom – less than 5%
Crawling	Seldom – less than 5%

Upper Extremity

Reaching	Constant – more than 66%
Handling	Constant – more than 66%
Fingering	Constant – more than 66%
Feeling	Constant – more than 66%

Climbing and Balancing

Climbing	Seldom – less than 5%
Balancing	Seldom – less than 5%

Sensory – Talking

Ordinary	Constant – more than 66%
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Sensory – Hearing

Conversation	Constant – more than 66%
Other Sounds	Constant – more than 66%

Sensory –Vision

Acuity – Near	Constant – more than 66%
Acuity – Far	Frequent – less than 66%
Depth Perception	Constant – more than 66%
Color Vision	Constant – more than 66%
Field of Vision	Constant – more than 66%

ENVIRONMENTAL CONDITIONS

Temperature and Moisture

Extreme Cold	Seldom – less than 5%
Extreme Heat	Seldom – less than 5%
Wet/Humid	Seldom – less than 5%

Noise and Vibration

Noise	Constant – more than 66%
Vibration	Seldom – less than 5%

Hazards

Mechanical	Seldom – less than 5%
Explosive	Seldom – less than 5%
Electrical	Seldom – less than 5%
Radiation Exposure	Seldom – less than 5%
Burn Exposure	Seldom – less than 5%
Other Hazards	Seldom – less than 5%

Atmospheric Conditions

Fumes Exposure	Seldom – less than 5%
Mists Exposure	Seldom – less than 5%
Odors Exposure	Seldom – less than 5%
Gases Exposure	Seldom – less than 5%
Dust Exposure	Seldom – less than 5%
Other Atmospheric	Seldom – less than 5%

Protective Clothing and Devices

Not Applicable

Work Environment

Inside	100%
Outside	0%