

**GLEN ELLYN SCHOOL DISTRICT 41
GLEN ELLYN, ILLINOIS**

JOB DESCRIPTION

TITLE:

School Administrative Assistant

CLASSIFICATION:

Administrator:

GEEA

ESP:

 X AFSCME

 EXEMPT

DEPARTMENT:

Finance, Facilities and Operations

REPORTS TO:

Building Principal

GENERAL RESPONSIBILITIES

The School Administrative Secretary assists the Building Principal in all operations pertaining to the smooth and efficient running of the school.

ESSENTIAL JOB FUNCTIONS

Some of these job functions will pertain to the junior high school level and will be assigned accordingly.

- Maintains organization of school office by acting as a liaison between the Building Principal, parents, students, public, district, staff, custodians, maintenance, and vendors.
- Provides detailed messages and screens calls for the principal, directs calls to appropriate parties, takes action as appropriate.
- Responsible for maintaining any and all written correspondence, as directed by the Principal.
- Performs various fiscal and/or budget related duties including, but not limited to:
 - assisting in compiling the building budget, tracking budget requests
 - ordering and tracking school supplies
 - preparing purchase orders,
 - making bank deposits, balancing accounts
 - reimbursements of vouchers,
 - maintaining building accounts, petty cash fund,
- Tracks building usage, school calendar
- Coordinates bus transportation, if required, including field trips, scheduling, fees, assisting students, etc.
- Coordinates the maintenance of voice mail system for the school and training of new staff.
- Coordinates waivers and free lunch programs for students
- Maintains files and records in the office as requested by the principal
- Performs personnel related tasks/maintains records as directed by the principal.
- Maintains students records/files
- Maintains records for discipline referral system including suspension letters, truancy correspondence and excessive tardy and absence notices.
- Coordinates student registration/enrollment and prepares/maintains transfer records for students
- Coordinates maintaining staff/student attendance records/reports, including daily, district, and state reports,

contacting parents.

- Coordinates maintaining various reports including milk, waiver program, finance, staff attendance,
- Substitute reports/records, timesheets.
- Supports guidance office by maintaining records, supports special education office by preparing paperwork for conferences and maintaining records.
- Maintains office copiers and other general office equipment.
- Provides assistance to parents, students, staff, vendors, public
- Problem-solves issues involving staff, students, and parents, when necessary.
- Interfaces with all levels within the district, local, regional and state governmental bodies.

KNOWLEDGE AND SKILLS

- Must be proficient in keyboarding and in the use of a personal computer, photocopier, telephone system, and other general office equipment.
- Must be proficient with spreadsheet and word processing software.
- Familiarity with a student data system preferred.
- Requires an understanding of confidentiality and good interpersonal skills.
- Requires good oral and written communication skills.
- Must have excellent organizational skills and be able to handle a number of tasks of a diverse nature simultaneously.

EDUCATION AND CREDENTIALING

- High school diploma or equivalent required.
- A minimum of 1-3 years of administrative secretarial experience in a school environment is preferred.

EVALUATION

- The Building Principal will evaluate annually.

DIRECT REPORTS TO THIS POSITION

- School secretary

WORK YEAR

- 10+ months (school year plus additional weeks prior to school starting and after school ends.)

PHYSICAL ABILITY JOB REQUIREMENTS	Not Important	Desirable	Essential	Critical
Walking or standing				X
Seeing				X
Hearing				X
Lifting/carrying objects weighing 5-20 lbs.				X
Lifting/carrying objects weighing over 20 lbs.			X	
Pushing/pulling carts, dollies, etc.			X	
Climbing ladders, scaffolding, etc.	X			
Regularly working at assigned site(s).				X
Driving a car, van or truck on public roads or highways.		X		
Proofreading and checking documents for accuracy.				X
Using a keyboard to enter, retrieve or transform data.				X
Dealing with employees, suppliers and/or customers in high-stress situations.				X
Conducting performance reviews with employees who report to you.	X			
Disciplining and when necessary, discharging employees.	X			
Working in an area that is somewhat uncomfortable due to noise, drafts, etc.		X		
Working in confined area for 2+ hours at a time.			X	
Working in an area that is very unpleasant due to temperature, odor, noise, etc.		X		
Operating heavy equipment and/or performing other very hazardous duties.	X			
Looking at computer screen/reading data on PC.				X

By signing this, I affirm that I have read and understand the contents of this document.

Employee Signature