

## ADMINISTRATIVE ASSISTANT

### BOARD OF EDUCATION BIG WALNUT LOCAL SCHOOLS

**TITLE:** ADMINISTRATIVE ASSISTANT

**QUALIFICATIONS:**

- High school diploma or equivalent
- Demonstrated a minimum of two years of experience in a fast-paced office environment
- High level of expertise with all components of Google, MS Office Suite of applications, Filemaker Pro, etc. Experience with PowerSchool preferred. Ability to learn new software programs quickly
- Strong people/customer service skills including ability to listen carefully, solve problems and deal with difficult/confidential situations. Demonstrate an ability to handle confidential matters, set priorities, work well under pressure with an attention to detail and be self-directed
- Ability to be flexible and adaptable to changing situations

**EMPLOYMENT STATUS:** Full-time/260 days – non-exempt, administrative level II benefits

**REPORTS TO:** Assistant Superintendent or Designee

**JOB GOAL:** The goal of the Administrative Assistant shall be to provide support for the administrative staff by providing receptionist services, ensuring a smooth and efficient operation of the office, and maintaining an excellent rapport with the public. In addition to specific department needs, this position will lend support to all areas as needed.

**GENERAL RESPONSIBILITIES:**

- Assist in district duties of receptionist by answering telephone calls, sorting/distributing all interoffice/U.S. mail for buildings, greeting and assisting the general public needs; distribute messages and other correspondence items
- Handle routine correspondence independently; ability to analyze and seek solutions to problems
- General ordering of office supplies for office
- Maintain respect at all times for confidential information
- Operate all office equipment including phone system, computer, copier, fax, scanner
- Promote good public relations by personal appearance, attitude, and conversation
- Interact in a positive manner with staff, students, and parents with tact and diplomacy
- Respond appropriately to crisis situations, emergencies, conflicts with parents, etc.
- Ensure safety of students
- Attend meetings and in-services as required
- Maintain appropriate calendar of events; e.g., conference room, etc.
- Assist with clerical duties of office personnel as needed
- Respond timely to routine questions and requests in an appropriate manner
- Prepare supply, material, and equipment requisitions as directed by immediate supervisor
- Serve as role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings
- Instill in students the belief in and practice of ethical principles and democratic values
- Perform other duties as assigned by administrative staff

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### EXPECTATIONS:

- Demonstrate support for the district's vision, mission and beliefs.
- Demonstrate commitment to continuous improvement by engaging in regular professional development activities.
- Ensure that decisions are based on data.
- Demonstrate flexibility and openness to innovation in the performance of job related duties.

### ADDITIONAL WORKING CONDITIONS:

- Occasional exposure to blood, bodily fluids, and tissue.
- Occasional operation of a vehicle under inclement weather conditions.
- Occasional interaction among unruly children.

EMPLOYMENT TERMS: Work calendar, salary, and benefits established by the Board

EVALUATION: Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Support Personnel.