



# Platte County

HOME OF THE PIRATES

Tradition. Pride. Vision.

**POSITION TITLE:** Summer School Administrative Assistant

**F.L.S.A.:** Non-Exempt

**QUALIFICATIONS:** A high school diploma is required. Additional preparation and/or college work related to educational office training preferred. Strong computer skills and proficiency of Microsoft Office. Should be a self-starter; able to work independently. Relevant and effective work experience preferred. Effective interpersonal & organizational skills. Possession of the knowledge, skills, abilities, and physical attributes necessary to perform the essential functions of the position. Such alternatives to the above qualifications as the Board may find appropriate or acceptable. Desire to continue career improvement by enhancing skills and job performance

**REPORTS TO:** Summer School Principal

**TERMS OF EMPLOYMENT:** 20 days, 5 ½ hours per day

**JOB GOAL:** To assure the smooth and efficient operation of an office so that the office's maximum positive impact on the education of children can be realized.

**ESSENTIAL JOB FUNCTIONS:**

1. Operate personal computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with high degree of skill.
2. Performs secretarial and office management tasks.
3. Performs budgeting, requisitioning, and bookkeeping tasks as needed following established district rules and regulations.
4. Maintains files and records.
5. Has a diversity of duties and responsibilities involving knowledge and application of district policies and procedures that require considerable independent judgment in the determination of actions to be taken.

6. Greets visitors and clients in a pleasant respectful manner and responds to inquiries in a timely manner.
7. Answers phone in a pleasant respectful manner and routes calls to appropriate personnel.
8. Efficiently responds to questions of staff and community patrons.
9. Independently, or as assigned, composes confidential and general correspondence, reports, memorandums, forms, and statistical data.
10. Submit purchase orders, order supplies and materials as needed for the district.
11. Manage and submit mileage forms and time cards for personnel.
12. Check in purchases.
13. Monitor and track leave requests.
14. Assists with scheduling and enrollment of students.
15. Type bulletins, newsletters, and programs as needed.
16. May open and sort mail.
17. May be called upon to make travel arrangements for administrators or staff.
18. Consistent and regular attendance is an essential function of this position.
19. Required to use SISTIME for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
20. Ability to work to implement the vision and mission of the district.

#### **OTHER JOB FUNCTIONS:**

1. Be able to understand and submit online reports to state and federal agencies.
2. Have the ability to learn new systems and software.
3. Prepare student and teacher handbooks.
4. Demonstrate professionalism and appropriate judgment in behavior, speech, dress, and appropriate professional manner for the work setting.
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6. Maintains strict confidentiality.
7. Monitors copy machines and fax. Place service calls as needed.
8. Attends meetings and trainings as directed.
9. Adheres to good safety practices.
10. Adheres to all district rules, regulations, and policies.
11. All other duties as required or assigned.

#### **PHYSICAL DEMANDS:**

While performing the duties of this position an employee is regularly required to sit, talk and hear. The employee is frequently required to walk and use fingers. The employee is occasionally required to stand, reach and bend and lift and carry up to ten pounds. The employee must have the ability to lift 40 lbs to shoulder height occasionally. Close vision ability to look at a computer screen for long periods of time is required.

#### **CONDITIONS AND ENVIRONMENT:**

The environment is consistent with a typical school/office environment.