



# Administrative Professional

## **IMMEDIATE SUPERVISOR**

Systems Manager

## **WORK SCHEDULE**

Monday-Thursday 7:30am-1pm & Friday 9am-12pm

or

Monday-Thursday 11:30am-5pm

## **COMPENSATION**

\$21.00-\$26.50 (*depending experience*)

## **GENERAL DUTIES**

This position performs a variety of specialized clerical work in a K-12 setting while handling daily work pressures, requiring constant concentration to a volume of work which must be completed within a limited period of time.

## **ESSENTIAL REQUIREMENTS**

- High School Diploma or equivalent
- Previous experience in an office environment
- Ability to work collaboratively with others and to communicate effectively (both orally and in writing) with members of the public and district personnel using tact, courtesy, and good judgment
- Ability to maintain the confidentiality of sensitive and confidential information related to personnel issues and legal matters affecting the school
- Ability to work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail
- Ability to learn, apply, and explain in detail the school's policies and procedures in performing duties
- Ability to understand and follow oral and written instructions
- Ability to establish and maintain filing and record keeping systems



- Possess an understanding of school financial practices and procedures
- Skilled in computer operation and use of computer programs involving word processing and spreadsheets in various platforms; use of telephone, calculator, copier and other office equipment
- Ability to type accurately and rapidly, draft correspondence as directed by the Director
- Possess language skills including composition, punctuation, spelling and correct usage

## **ESSENTIAL RESPONSIBILITIES**

### **1. Front Desk**

- Greet and assist students, staff, parents and public when entering the front office
- Monitor the single point entry access at the main door; assist those entering the building
- Answer incoming calls and voicemails; assist or transfer to appropriate personnel
- Receive and document payments.
- Maintain attendance in Synergy
- Coordinate and maintain student locker assignments
- Maintain all school calendars, both online and physical copies

### **2. Registration**

- Assist Registrar with registration/withdrawal process of each student in Synergy
- Organize the compilation of a student's records according to ODE Student Record Manual
- Assist Registrar with waitlist spreadsheet
- Contact new families from the waitlist
- Assist with registration process and student schedules

### **3. Records Management**

- Maintenance of student records in appropriate systems
- Fulfill records requests from other schools of our withdrawn students
- Submit records requests to other schools for enrolling students
- Communicate with parents/guardians about records

### **4. Filing System**

- Keep all files for office operation current and organized
- Set up & maintain Staff Mailboxes



## **5. Student Health**

- Accidents; completing incident reports. Assisting with injured students and staff if needed
- Assist with submission of reports to the local health department
- Administer medications when needed

## **6. Governing Board**

- Board Meeting room reservation
- Enter events on calendars

## **7. Office Equipment/Supplies**

- Schedule all needed maintenance for office equipment
- Setup and maintain student/department copier codes
- Order supplies as needed
- Keep medical supplies filled

## **8. Mail**

- Receive and distribute all incoming mail
- Distribute interdepartmental mail

## **9. School Event Coordination**

- Coordinate and maintain event notebook/Google form
- Process all event requests and submit for director approval
- Distribute approved requests to appropriate personnel

## **10. Safety Team Member**

- Assist incident command with evacuations to the back field or external meeting site
- Maintain evacuation and emergency supplies and required documents
- Assist with safety supply maintenance in classrooms
- Maintain office safety supplies and protocols
- Be familiar with AED usage and maintenance

## **11. Website and social media**

- Contribute to the maintenance of the website and social media

## **12. Professional Development and Growth**



- Remain current on all necessary trainings
- Assist administration in preparation for professional development events
- Attend professional development events as requested
- Possess and maintain a valid First Aid/CPR certification

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications, and job scope but should not limit the incumbent nor the organization to the work identified. We expect that every employee will offer their services wherever and whenever necessary to ensure the success of ACA's goals.

#### **WORKPLACE EXPECTATIONS**

- Work effectively with people from diverse cultures or backgrounds
- Demonstrate professionalism and appropriate judgment in behavior and speech
- Dress in a neat, clean, and appropriate professional manner for the assignment and work setting
- Have regular and punctual attendance
- Confer regularly with immediate supervisor
- Follow all ACA policies, work procedures, and reasonable requests by proper authority
- Maintain the integrity of confidential information relating to students, staff, or District patrons

#### **PHYSICAL DEMANDS & WORK ENVIRONMENT**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential duties of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform essential duties.

While performing the duties of this job, the employee is frequently required to stand, walk, sit, talk or hear, and is regularly required to use hands and fingers to type or dial. The employee is occasionally required to reach with hands and arms, climb or balance, and use stairways to climb to multiple floors within an office building.

The employee must occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.