

**WINOOSKI SCHOOL DISTRICT**  
**Job Description**

**Job Title:** Administrative Assistant to the Elementary School (K-5) Principal

**Date Approved/Updated:** June 13, 2012

**Location:** John F. Kennedy School

**Job Group:** Support Staff, Union

**Reports To:** Duties associated with Grades PreK-5 will report to Elementary Principal.

**Summary of Position Responsibilities:** Supportive role to the Principals and the smooth and efficient operation of the school office.

***Essential Duties and Responsibilities:***

Registration:

1. maintain registration records to include:
2. enroll all students K-5;
3. maintain accurate information in database, including residency information and attendance;
4. compile information at end of year for State and deliver to Central Office.
5. Organize and coordinate with kindergarten teachers the annual screening for incoming kindergarten students;
6. relocate student files each summer to new grade level/classroom;
7. mail student records to requesting school district.

Attendance:

1. maintain daily, accurate and up-to-date records for all students PreK-5 maintain daily, accurate and up-to-date records for satellite schools;
2. make daily phone calls for all students who are absent;
3. give tardy slips,
4. update attendance in Web2School;
5. make calls in the afternoon for students who are late leaving school.

Field trip information:

1. process all field trips and
2. initiate POs;
3. coordinate and manage transportation services for all field trips Pre-K-5.
4. Keep an account of funds for the PTO.

Office management:

1. assist principal with student transportation requests to and from school;
2. generate and file reports requested by principal;
3. provide technical support to staff,
4. answer telephone
5. disseminate information to appropriate person/area;
6. assist visitors with questions/concerns;
7. schedule appointments with principal;
8. maintain filing system;
9. distribute mail for all staff;
10. maintain up-to-date emergency information records for all students;

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11. maintain daily staff attendance sheets! request for leave forms and submit to Central Office weekly;
12. coordinate coverage by substitute teachers for all staff,
13. maintain inventory spreadsheet to keep track of all inventory PreK-5;
14. provide teachers with end-of year inventory check list;
15. photocopy, collate, label and distribute a variety of written material;
16. act as liaison and technical support for PreK-5 for the State for the Fall and Spring census reports.
17. Collect all information pertaining to census report and file with State using Web2School.

Fiscal responsibilities:

1. Maintain accurate and current budget documentation;
2. process, check-in and distribute purchase orders for Pre-K-5;
3. maintain free/reduced lunch forms,
4. send monthly report to cafeteria;
5. maintain monthly direct certified list, distribute to cafeteria;
6. produce end-of- month ADM for cafeteria;
7. maintain checkbook for all in-house accounts for Pre-K-5;
8. produce monthly bank statements with Quickbooks; deposit/process vouchers/checks;
9. manage effectively Unifund to produce and maintain purchase orders.

Record keeping:

1. Provide quarterly information to all teachers regarding report cards;
2. prepare quarterly grade sheet to specials teachers;
3. coordinate information for distribution of retention information;
4. distribute Placement Process memo for following year's class lists;
5. provide biannual information to all teachers regarding Parent/Teacher conferences;
6. maintain and update both staff and student handbooks;
7. prepare and distribute information for student First Day Packets;
8. prepare and maintain red Emergency Folders for each classroom.

Administrative:

1. Demonstrate organizational skills
2. Maintain a neat and orderly office.
3. Demonstrate ability to maintain confidentiality in relation to staff and students.
4. Maintain a professional and positive office atmosphere.
5. Create a welcoming climate in the office.

***Supervisory Responsibilities include:*** N/A

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**Qualification Requirements:**

The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Computer proficient, technologically literate, with related business skills. High School diploma required.

Certificates, Licenses, Registrations:

Language Skills: Excellent oral and written communication skills

Mathematical Skills: Basic math skills required

Reasoning Ability: Ability to problem solve in a fast paced environment

Other Skills and Abilities:

**Physical Demands:**

The physical demands are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations O=occasionally F=frequently or C=constantly for each essential function of the job. Leave blank if it is not essential to the job:

F Standing     F Walking     C Sitting     O Lifting     O Carrying     Pushing  
 Pulling     Climbing     Balancing     Stooping     Kneeling     Crawling  
 Crouching     Reaching     Handling     Fingering     Feeling     C Talking  
 C Hearing     O Far Vision     O Near Vision     Color Vision     Depth Perception     C Repetitive Motion  
 Eye/Hand/Foot Coordination

**Physical Effort:** Please indicate on the continuum the requirements of this position:

Sedentary Work	Light Work <b>XX</b>	Medium Work	Heavy Work	Very Heavy Work
Lifts up to 30 lbs Walks/stands occasionally	Frequently lifts up to 10 lbs. Frequently walks/stands.	Frequently lift/carry up to 25 lbs.	Frequently lift/carry up to 50 lbs.	Frequently lift/carry up to 50 lbs or more.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Indicate with the following designations N=Never O=occasionally F=frequently or C=constantly for each essential function of the job:

N Exposure to weather     N Extreme heat     N Extreme cold     O Noise     N Dust, vapors, fumes  
 F Time constraints     C Public contact     F Deadlines     O Travel     C Inside work

**Terms of Employment:** Per Collective Bargaining Agreement, State and Federal Statutes and Board policies.

**Compensation:** As per negotiated agreement with support staff.

**Evaluation:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of Support Services personnel.

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Supervisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

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