

**Job Title:** Elementary Administrative Assistant

**Reports to:** Principal

### **Job Summary**

This position provides administrative support to the principal, staff, students and parents at the elementary school level. The position requires handling daily work pressures, requiring constant concentration to a high volume of clerical work which must be completed within a limited period of time. Must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions.

### **Essential Duties and Responsibilities**

*Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.*

1. Track, maintain and report on school budget including processing and purchasing supply requests. Pay incoming vendor bills and balance school checking account. Maintain inventory supplies, track balances and provide reports.
2. Purchase/process ordering of new text books and classroom materials.
3. Assist staff in operation of copy center facilities, material and equipment.
4. Maintain accurate and current student records including report cards, emergency information, documenting absences, tardy days, as well as illness or injury status.
5. Take inventories, orders and stock supplies for building and staff. Input orders and coordinate with vendors for timely delivery.
6. Record and collect tuition and fees of families. Follow up with school's tuition collection agency Smarttuition regarding setting up accounts, late payments or issues with families. Write letters of collection for past due accounts when necessary.
7. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
8. Format and complete special projects as assigned by principal.
9. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school in interactions with parents, community, staff and students.
10. Create and coordinate special fundraising events for school.
11. Follow and administer medical protocols and first aid for students. Maintain an accurate log of distribution of over counter or prescribed medicines. May require contacting parent or written medical consent.
12. Greet parents, students, and staff in main office. Conduct tours of school for prospective families.
13. Supervise students in main office area or when monitoring a classroom. Refer students to principal or contact parents when necessary.
14. Occasionally perform work beyond standard work week when required such as evening school fundraising events.
15. Other duties may be assigned as needed.