**Administrative Assistant**

Reports to – CIO/Director of Technology Facilities

Assumes responsibility for performing any assigned secretarial and clerical duties that are needed for the efficient operation of central office.

**PERFORMANCE RESPONSIBILITIES**

1. FRAM Processor
2. Infinite Campus
   1. OLR Processor
   2. Portal Processor
   3. Census and Household Processor
3. District Website
4. Munis
   1. Technology
   2. Facilities and Maintenance
5. Other duties as assigned

Work as a team with front office staff to provide backup when needed of phones and customers, including lunch and/or breaks. Coordinate calendars to ensure coverage during summer, fall, Christmas, and spring breaks.

**PHYSICAL DEMANDS**

The work is primarily sedentary. It requires the ability to communicate effectively using speech, vision and hearing. The work requires the use of hands for simple grasping and fine manipulations. The work at times requires bending, squatting, reaching, with the ability to lift, carry, push or pull light weights.

**MINIMUM QUALIFICATIONS**

1. High School Diploma or G.E.D.
2. Three(3) years successful clerical experience
3. Typing/transcription skills (50 w.p.m.)
4. Thorough knowledge of business, spelling, punctuation, and skills in dealing with numbers and statistical data
5. Working knowledge of the organization and administration of the school system
6. Ability to use resourcefulness and tact in meeting and assisting persons who make inquiries about district policies and procedures
7. Demonstrates ability to make independent decisions/judgments about work priorities.

Approved by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: August 18, 2020

Board Chairperson

Reviewed and agreed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee