

**BARNSTEAD SCHOOL DISTRICT
Administrative Assistant**

TITLE: Administrative Assistant

QUALIFICATIONS:

- Post secondary training or degree in business, finance or secretarial studies.
- Three or more years of education/experience in a secretarial or related field including studies or experience in the area of supervision.
- Excellent communication, public relations, and decision-making skills.
- Ability to work independently without close supervision.
- Ability to accept direction and constructive criticism.
- Computer literate.
- Excellent organizational skills.
- Team player.

REPORTS TO: Principal

TERMS OF EMPLOYMENT: 40 hours/week. Category I.

EVALUATION: Annual performance evaluation by Principal.

GENERAL SUMMARY:

Under managerial review is responsible for initiating and coordinating the clerical and secretarial functions required in effective implementation of policies and procedures for the educational administrative unit.

RESPONSIBILITIES:

- Performs secretarial functions to support school administration, including, but not limited to, answering telephone, photocopying, typing, filing, making appointments, and arrangements for the administrative team.
- Assists administration in composing correspondence and reports as needed, including, but not limited to, school handbook, teacher orientation packets, student incident reports, emergency closure procedures and other documents as directed by administration.
- Registration of new students.
- Housekeeping duties related to student attendance, monitoring absences and state reporting.
- Communicates with students, community members, administration, faculty and staff.
- Coordinator of substitute teacher coverage.
- Is familiar with functions of other office staff and school nurse and is prepared to provide occasional coverage for such faculty/staff in their absence, at the direction of the principal.
- Maintains confidentiality of school related information.

- Complies with and interprets all policies and procedures established by the school board and school administration.
- Assist in interviewing, hiring, and orientation of new office staff.

(Adopted: 05/21/02)