



Front Office Administrative Assistant #2 Job Description

Work Year: Number of days determined by yearly contract

Hours: 8

Reports To: Executive Director

Summary: Responsible for providing information to students, parents, staff, and the public. Responsible for various front office responsibilities.

Essential Duties and Responsibilities include the following. Other duties may be assigned.

Responsibilities shared with Front Office Administrative Assistant #1

- Act as the public relations agent for people contacting the school. Explain school policies and procedures to students, staff, parents and the public in person and on the phone.
- Assist parents, students, and staff, as needed.
- Answer phone and take messages for staff, students, and volunteers.
- Daily Attendance
 - ✓ Verify and process student absences and attendance data.
 - ✓ Input information into IC daily.
 - ✓ Call parents who have not confirmed absences.
- Provide sick care, emergency attention, and first aid to students and staff when Health Aide is not available.
 - ✓ Administer medications to students as prescribed by doctors and record according to district policy. Maintain medication logs with proper paperwork.
 - ✓ Record clinic visits by students. Contact parents/guardians, if necessary.
 - ✓ Know all students with life altering/threatening allergies, illnesses.
- Distribute daily mail.
- Cover desk during Parent-teacher conferences
- Take interested students and parents on tours.
- Distribute Monday folder information.
- Communicate change of student status (enroll, withdraw) to staff .

Duties exclusive to this position:

- Conduct October Count with Front Office Administrative Assistant #1 and Principal.
- Maintain data base of families needing interpretation and forms sent in language other than English.
- Organize and conduct student registration.
 - ✓ Prepare all registration materials and copy handbooks
 - ✓ Distribute registration packets to families not completed during registration days
 - ✓ Follow up and obtain all forms
 - ✓ Distribute forms to staff as needed (health information, free and reduced applications, permission to pick up/bicycle, etc).
 - ✓ Communicate to teachers any special needs (gifted, ELL, SPED, etc.)
 - ✓ Obtain court orders from parents when appropriate.
 - ✓ Keep list of students who cannot use internet on network for teachers use
- Create and/or manage
 - ✓ student transcripts,

- ✓ confidential records
- Maintain cum files.
 - ✓ Request records for new students.
 - ✓ Send cum files out when requested.
 - ✓ Attach CTB stickers to folders
 - ✓ Archive cum folders following district guidelines
- Kindergarten Round-Up
 - ✓ Prepare registration materials
 - ✓ Conduct registration for Kindergarten students
 - ✓ Request cum files for students in pre-school
- Process Field Trip Requests
- Keep Staff Lounge neat

Education and Training: High School Diploma or G.E.D.
 First Aid and CPR training
 Medication training (provided by contracted nurse services)
 Infinite Campus training (provided by school)

Experience: Previous experience in a school setting preferred.

Skills, Knowledge, & Equipment: Requires basic language, math and writing skills for accuracy in assigned tasks. Ability to handle confidential material. Requires organizational and follow-through skills, flexibility and ability to work independently. Knowledge of general office equipment, such as computers, copy machines and fax machines.

Certificates, Licenses, & Registrations: None required.

Supervision/Technical Responsibility: None required.

Contact: Daily contact with students, parents, staff.

Safety to Self and Others: Low exposure to disease due to contact with sick or injured students and bodily fluids.

Dress: Business casual.

Physical Demands: While performing the duties of this job, the employee is required to use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is regularly required to stand, walk, and sit. The employee is occasionally required to climb or balance and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 25 pounds.

Work Environment: The noise level in the work environment is usually moderate.

Mental Functions: While performing the duties of this job, the employee is regularly required to communicate and use interpersonal skills. Frequently required to analyze, compare, coordinate, copy, instruct, commute, compile, and evaluate. Occasionally required to synthesize, evaluate, and negotiate.

Judgment and Decision Making: Work is assigned by the director. This position requires the ability to make decisions and follow instructions of the director and school guidelines. Errors in decision making could lead to incorrect information given to the public, parents, and students; incorrect information put into data bases; incorrect reporting and assistance to the director. Decision making requires collaboration with administration, office, and teaching staff. Work is guided by school policies and procedures.

Diversity of Duties: Duties require cross training in office equipment, including use of computers, copy machines and fax machines. This position requires communications skills, ability to work with office personnel, ability to work with the public, administration, parents, students, and ability to work independently.