

# SEDALIA SCHOOL DISTRICT #200

**Job Title: Administrative Assistant – Elementary/Secondary Buildings**

## **Job Overview**

- Administrative Asst Bldg salary schedule
- Hourly paid on demand
- Reviewed annually with recommendation for re-employment in May
- Reports to Building Administration

## **Qualifications**

- High school graduate or equivalent
- Expertise in Microsoft Applications
- Expertise in Google Applications
- Ability to organize and plan effectively
- Ability to maintain accurate records
- Work well with others
- Work with little to no supervision
- Maintain confidentiality in all aspects
- Effective communication skills
- Possess an ethical and professional attitude toward colleagues and the policies of the District

## **Responsibilities and Duties**

- Perform assigned duties as related to the specific office and/or position in which the employee works
- Student Accountability: maintain student records as required and applicable in SISK12, obtain previous records if applicable, set up busing arrangement, orientate to school setting and teacher, maintain cum-folders
- Parent Contact: Attendance letters, discipline issues, newsletters, bulletins, programs, Medicaid enrollment information and other correspondence as required.
- Testing: Assist in testing preparations for DIAL, MAP, EOC, etc. as needed
- Conferences: Assist in preparations for parent teacher conferences twice a year
- Award Assemblies: Assist in preparations for awards assemblies
- Staff Accountability: Reconcile payroll in SISFIN for District Office processing including SISTIME, etc. Obtain subs as requested
- Calendar: Maintain school calendar for activities and functions
- General Bookkeeping: Enter purchase orders in SISFIN, place orders, check in deliveries, prepare bills for District Office to pay, run reports as assigned and requested and prepare deposits for District Office
- General Office Duties: Sign in and assist visitors, answer and disburse phone calls taking messages for students and/or staff, distribute incoming and outgoing mail, maintain operation of office machinery, maintain outside message board, provide outreach, referral and assistance to MoHealthNet eligible and potentially eligible children and their families
- Prepare for picture days, assist PTA, tornado and fire drills, contact custodian for various reasons, assist nurse with ill students
- Assist other office staff as needed with typing, filing, record maintenance, etc. as requested
- Perform other tasks and duties as assigned from time to time by administration

**DISCLAIMER**

- This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job. Other duties will be required to be performed as assigned by district administration.