MT. VERNON MIDDLE SCHOOL

POSITION: School Administrative Assistant
REPORTS TO: Principal
CLASSIFICATION: Classified
EMPLOYMENT TYPE & TERM: 4 hours/day, 20 hours/week (8:00am - 12:00pm), 210 days per year. Daily hours negotiable. Equivalent of 25 days during school breaks required.

JOB SUMMARY: The school administrative assistant is an administrative professional who ensures the smooth and efficient operation of the school. The administrative assistant will be responsible for helping school administrators manage day-to-day school operations effectively, efficiently, and appropriately.

QUALIFICATIONS

- High school diploma or equivalent required.
- Experience with or knowledge of word processing applications and the Google Suite.
- Strong organizational, communication, and interpersonal skills.
- Ability to maintain confidentiality and adhere to school and district policies.
- Team-oriented mindset with a commitment to professionalism and dependability.
- Ability to maintain consistent attendance and complete work in a timely manner.
- Professional appearance and demeanor that promotes school morale and confidence.

GENERAL RESPONSIBILITIES - FRONT OFFICE STAFF

- Serve as a welcoming and professional first point of contact for students, families, staff, and visitors.
- Maintain confidentiality of all student, staff, and school information in accordance with school and district policies.
- Monitor building entry, assign visitor badges, and maintain accurate visitor check-in/check-out records.
- Screen, route, and respond to phone calls, messages, and other communications in a timely and courteous manner.
- Monitor office communication systems, including phones and radios, to support daily school operations.
- Assist in other office areas, including the health clinic or administrative support, when staff is unavailable or during peak times.
- Work collaboratively as a team member to maintain an organized, efficient, and positive front office environment.
- Communicate clearly, pleasantly, and respectfully to promote an atmosphere of care, professionalism, and trust.

Data and Reporting

- Run miscellaneous reports for administrators (using Skyward and/or ParentSquare)
- Pull student data for reporting and celebrations (e.g. report cards, School Board Scholar, Flying ACES, STRIVE, Honor Roll, etc.)
- Perform routine data entry tasks and maintain organized digital and physical records.

Administrative and Office Support

- Assist treasurer with field trip organization
- Organize Student of the Month Celebrations
- Prepare or assist with school activities and programs (e.g. Picture Day, Veteran's Day, Awards Day, and 8th Grade Promotion).
- Assist administration with scheduling of meetings and/or events.
- Maintain parent weekly communications and documents via ParentSquare.
- Maintain and update school calendars.
- Maintain and update the school website as needed.
- Maintain personnel records.
- Beginning and Ending of Year Procedures and staff checklists
- Care Committee support
- Social Media support
- PTO Liaison
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Secondary Job Requirements

- Input and update student records on the corporation computer system.
- Ensure the smooth operation of the office equipment. Request service when needed.
- All other duties as assigned.

<u>Professional and Character Duties</u>

- Communicate effectively and pleasantly
- Keeps all matters and records confidential
- Promotes school morale
- Provides an atmosphere of caring, respect, and positive attitude
- Promotes confidence and self-esteem
- Works as a team player
- Supports school and corporation policy
- Dresses Professionally
- Follow the chain of command
- Completes work on time
- Avoids unnecessary absence from work
- Arrives to work on time
- Maintains an organized and efficient office