



# MT. VERNON

## COMMUNITY SCHOOL CORPORATION

**POSITION:** School Administrative Assistant

**REPORTS TO:** Principal

**CLASSIFICATION:** Classified

**EMPLOYMENT TYPE & TERM:** 8 hours/day- 40 hours/week - 220 days per year (MVHS)  
- 210 days per year (MVMS)  
- 205 days per year (MVIS)  
- 200 days per year (Elementary)

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**JOB DESCRIPTION:** 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.

**JOB QUALIFICATIONS:** High school diploma or equivalent. Must have six months to one year of related experience and/or knowledge of word processing skills.

**JOB REQUIREMENTS:**

- Monitor those entering the school, assign visitor badges, and maintain a record of visitor and student check-ins/check-outs.
- Screen and channel calls, communications, and messages to staff.
- Maintain the students' dismissal procedures and notify necessary parties of any changes. This would include students, bus drivers, teachers, or parents.
- Monitor the phone and bus radio.
- Input and update student/staff records on the corporation computer system.
- Maintain student permanent records.
- Maintain personnel records.
- Maintain and update school calendars.
- Maintain and update school news slideshow.
- Maintain and update the school website as needed.
- Assist administration with scheduling of meetings and/or events.
- Assist with the overflow in the health clinic or other office areas when staff is unavailable.
- Ensure the smooth operation of the office equipment. Request service when needed.
- Assist with monitoring the daily teachers' absence report and instructional assignments. Check-in and direct the substitutes upon their arrival.



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- Maintain spreadsheet for substitute placement for absent teachers.
- Type forms, notices, and publications as needed.
- Prepare or assist with school activities and programs such as Awards Day
- Assist with field trip paperwork
- Receive and distribute inter-school mail. Process all mail from the outside.
- Generate lists from the student management software as needed for principals, teachers, and the cafeteria.
- Have or be willing to be trained in CPR/AED Certification.
- Maintain daily parent communications and documents.
- Assist with all functions of the front office.
- All other duties as assigned.

### **Professional and Character Duties**

- 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