



Masconomet Regional School District

WORK PERFORMANCE STANDARDS

POSITION TITLE: Administrative Assistant

SUPERVISOR: School Administrator or Department Head

WORK HOURS: 52 weeks per year, 40 hours per week

QUALIFICATIONS:

- High School diploma with five years' experience in a secretarial position
- Previous supervisory experience desirable
- Ability to work independently
- Working knowledge of Microsoft Word, Excel, Access and Power Point
- Experience with student database software desirable
- Outstanding communication skills

OBJECTIVE:

To assist school administrators and department heads in providing a well organized, efficient office that coordinates the District's resources such that teachers, principals, teachers, students and the community are able to receive the maximum educational benefits in a safe, clean, and pleasant environment within the mandates of the policies and regulations of all governing agencies

DESCRIPTION OF DUTIES:

- Maintain a professional demeanor and subscribe to office ethics regarding privacy and confidentiality pertaining to sensitive materials and students and staff
- Maintain all necessary records for the office, which may include, but not be limited to, attendance, budget and bookkeeping, personnel and student, scheduling, Federal and DOE, and any other records deemed necessary by the school administrator and/or department head
- Interact with parents, students, and staff in a professional and courteous manner
- Perform secretarial services efficiently and, when necessary, on a priority basis

- Coordinate special programs and activities as may be required by the department
- Prepare oral and written communication as directed by the school administrator or department head
- Supervise secretarial and clerical staff within the department
- Prepare purchase orders, ordering of materials/supplies, and maintenance/inventory of school supplies and equipment within the department
- Distribute and collect mail as necessary
- Assume other duties and responsibilities as directed by the school administrator and /or department head