

NENANA CITY SCHOOL DISTRICT

Nenana City School District
P.O. Box 10
Nenana, AK 99760
<http://nenanasd.org>

Telephone (907) 832-5464
Fax (907) 832-5626

ADMINISTRATIVE ASSISTANT I

REPORTS TO: Program Administrator
DATE of DESCRIPTION: September 7, 2006
JOB CLASSIFICATION: Grade F
SKILL CLASSIFICATION: Clerical Services

NATURE AND SCOPE OF JOB:

To effectively and efficiently provide office support to a Department under the direction of an administrator or lead teacher. To provide general office support including but not limited to preparing correspondence, copying, distribution of materials, filing, scheduling appointments, ordering supplies, materials, courses, equipment, greeting patrons and meeting their needs. Present a professional, competent, and friendly image. This position provides support for programs and offices that are not a traditional school office as well as offices in a more traditional school setting.

ESSENTIAL FUNCTIONS

1. Demonstrate punctuality, regular work attendance and consistency in work habits.
2. Demonstrate appropriate safety precautions.
3. Contribute to positive, collegial staff relationships.
4. Maintain an inviting office that is professional in appearance and function.
5. Present a personal professional appearance.
6. Establish, organize and maintain an appropriate filing system.
7. Maintain office equipment or notify appropriate repair company.
8. Make travel arrangements as needed.
9. Prepare and maintain records as appropriate to the office function.
10. Respond to incoming telephone calls and office visitors.
11. Respond to and/or process e-mail and USPS correspondence.
12. Typing and production functions:
 - a. General correspondence
 - b. Preparation, production, copying and distribution of materials
 - c. Preparation of purchase orders (materials, supplies, courses, equipment)
 - d. Maintain accurate accounting records
 - e. Prepare necessary forms
 - f. Prepare, copy and produce the staff handbook, student handbook, curriculum handbook, newsletter or similar materials as required by the office or office function.
 - g. Take notes and prepare minutes of meetings, discussions, etc. as needed
 - h. Prepare other materials as requested
13. Organize and maintain office calendar (weekly, monthly, quarterly)
14. Organize, order and maintain necessary office supplies
15. Collect and organize timesheets or employee payment/reimbursement forms for signature as needed
16. Contact parents, staff, other agencies or individuals as needed
17. Maintain confidentiality of District, staff, and student information
18. Prepare and maintain federal and state records and reports
19. Demonstrate initiative and creativity.
20. Perform other office and district support tasks as assigned by the Lead Teacher, Director or Principal

Administrative Assistant I
(continued)

POSITION QUALIFICATIONS

1. Minimum of three years office support or related experience preferred.
2. Experience in a school setting preferred.
3. Demonstrated accuracy in spelling, grammar, and letter writing skills
4. Demonstrated initiative and exceptional public relations/interpersonal relations skills
5. Demonstrated computer skills, specifically in Word Processing, Use of Spreadsheets, Creation and use of Data Bases, Desktop Publishing
6. Demonstrated ability to think clearly and calculate accurately
7. Exceptional organizational skills
8. Exceptional telephone skills
9. Ability to work with people of various personality types (Flexibility)
10. Possess and demonstrate sound emotional judgment
11. Ability to follow and successfully complete written and oral directions

PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard
2. Finger, hand and arm strength necessary to write on paper, whiteboard, overhead projector sheets, etc. throughout the workday.
3. Visual acuity and stamina to work at a computer monitor
4. Lower body strength to kneel, stand, and walk throughout the workday.
5. Upper body strength to correctly lift up to 25 pounds and carry more than 50 feet.
6. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
7. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms above normal levels.

ENVIRONMENTAL DEMANDS:

1. None involving weather or construction related issues.
2. Ability to be seated for extended periods of time

EQUIPMENT USED:

1. Computer
2. LCD projector
3. Telephone
4. SmartBoard
5. Labeler
6. Copier
7. Paper Cutter
8. Audio/Visual Equipment (DVD player, television, VCR, etc.)
9. Other equipment normally found in a school or office setting.

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING

1. An "office professional or office support" AA degree or equivalent in training or experience

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-