

## Litchfield School District - SAU 27

<b>POSITION TITLE: ADMINISTRATIVE ASSISTANT</b>	
<b>Job Description Approved By:</b> <i>Litchfield School Board</i>	<b>Date:</b> <i>5/4/2022</i>
<b>General Purpose:</b>	To provide a well-organized, efficient office environment that benefits students, staff and the public.
<b>Reports to:</b>	School Administrator
<b>Supervises:</b>	None

### **POSITION DUTIES AND RESPONSIBILITIES:**

Except as specifically noted, the following functions are considered essential to this position:

The principal function of an employee in this position is to provide clerical support to school administration as well as provide customer service to the public. The work performed is under the direction of school administration or designee, but considerable leeway is granted for the exercise of independent judgment and initiative.

- Works within a team environment to provide needed services of an educational office.
- Greets office visitors, including students, parents, faculty, officials and members of the community.
- Answers incoming telephone calls. Forwards all calls and messages in a professional manner.
- May work with volunteer students, and may be responsible for providing general office training and oversight support.
- Set up and maintain files, correspondence, student/staff lists.
- Maintains building databases when assigned.
- May type staff evaluations and forward them to appropriate staff.
- Sorts and processes incoming mail and materials/supplies.
- Maintains the inventory of all building and equipment supplies. Oversees maintenance of office equipment including copier, fax machine, Pitney Bowes machine, etc.
- Generates and maintains the student and teacher handbooks and other school specific manuals such as Course of Studies.
- Prepares purchase orders, checks materials received by verifying packing slips to invoices, and distributes materials within the building.
- Maintains and balances checkbooks for student activity funds.
- Monitors student behavior in the office when necessary and maintains logs as assigned.
- Prepares the annual budget in accordance with specified policy and procedure.
- Utilizes various software programs for purchasing and budgeting processes.
- Monitors budget spending, advises administrators and staff of status of budget.
- Arranges school-wide functions as assigned including facility requests.
- Assist with field trips arrangements and process transportation requests as needed.
- May assist with staff and student scheduling processes, except where done in High School Guidance.
- Coordinate substitutes for staff absences
- Maintain records on student and staff attendance
- Cover job responsibilities for other office staff when absent.
- Maintains confidentiality of information.
- Must comply with all Litchfield School District policy and building / department rules, procedures, practices and objectives.
- Performs all duties in a professional and appropriate manner while interacting with students, parents, faculty, administration and co-workers.
- Performs other tasks and assumes other responsibilities as assigned by building administration.

**Evaluation:** Performance of duty responsibilities will be reviewed annually.

**TERMS OF EMPLOYMENT:** Full-Time, Year-Round, Non-exempt.

**MINIMUM QUALIFICATIONS:**

**Education and Experience:**

- High School Diploma or equivalent
- Office experience preferred, but not required

**Necessary Knowledge, Skills and Abilities:**

- Thorough knowledge of modern office procedures, practices and equipment.
- Thorough knowledge of modern office filing systems and procedures.
- Thorough knowledge of modern standard bookkeeping principles, practices and procedures.
- Ability to maintain confidentiality at all times.
- Ability to prepare correspondence according to standard business practices.
- Ability to remain calm in difficult situations.
- Ability to successfully multitask within a role.
- Ability to accurately and expeditiously type correspondence, reports and memoranda.
- Ability to complete financial processing procedures.
- Ability to communicate effectively with others, both orally and in writing.
- Ability to understand and follow oral and/or written policies, procedures and instructions.
- Ability to operate a personal computer using standard or customized software applications appropriate to the assigned tasks.
- Ability to use logical and creative thought processes to develop solutions according to written specifications and/or oral instructions.
- Ability to perform a wide variety of duties and responsibilities with accuracy and speed under regular conditions and under the pressure of time-sensitive deadlines.
- Ability and willingness to quickly learn and utilize new skills and knowledge brought about by rapidly changing information and/or technology.

**LICENSURE AND CERTIFICATION REQUIREMENTS:**

None required

**PHYSICAL ACTIVITY REQUIREMENTS:**

**Primary Physical Requirements:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Lift up to 10 lbs:	Frequently required
2. Lift 11 to 25 lbs:	Occasionally required
3. Lift 25 to 50 lbs:	Rarely required
4. Lift over 50 lbs:	Not required
5. Carry up to 10 lbs:	Occasionally required
6. Carry 11 to 25 lbs:	Rarely required
7. Carry 26 to 50 lbs:	Not required
8. Carry over 50 lbs:	Not required
9. Reach above shoulder height:	Occasionally required
10. Reach at shoulder height:	Occasionally required
11. Reach below shoulder height:	Occasionally required
12. Push/Pull:	Rarely required

**Hand Manipulation:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Grasping:	Frequently required
2. Handling:	Frequently required
3. Torquing:	Not required
4. Fingering:	Frequently required
5. Controls and Equipment:	Computer, telephone, typewriter, copy and FAX machine, 2-way radio, postage meter, calculator and file cabinet

**Other Physical Consideration:**

(Not, Rarely, Occasionally, or Frequently Required)

1. Twisting:	Not required
2. Bending:	Occasionally required
3. Crawling:	Not required
4. Squatting:	Occasionally required
5. Kneeling:	Not required
6. Crouching:	Occasionally required
7. Climbing:	Not required
8. Balancing:	Rarely required

**Work Surface(s):**

Standard office desk and chair. Carpeted and tile floors.

**During the Work Day, Employee is required to:**

	<u>Consecutive Hours</u>								<u>Total Hours</u>											
Sit	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Stand	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				
Walk	1	2	3	4	5	6	7	8	1	2	3	4	5	6	7	8				

**Work Performed: Inside: 100% Outside: 0%**

**Cognitive and Sensory Requirement(s):**

1. Talking:	Necessary for communicating with others.
2. Hearing:	Necessary for receiving instructions and inquiries.
3. Sight:	Necessary for doing job effectively and correctly.
4. Tasting and Smelling:	Not Required

**Other Training, Skills and Experience Requirements:**

Ability to work with staff, students, parents, committees and the community.

**Summary of Occupational Exposures:** N/A

**Other Considerations and Requirements:**

This is a fairly sedentary position an employee is not required to do extensive physical exertion. Employee is occasionally required to do some lifting. Employee is typically able to sit and stand as needed.

Applicants will be subjected to a criminal background check required by state law.