



ADMINISTRATION OFFICE ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

TITLE:	ADMINISTRATIVE ASSISTANT
QUALIFICATIONS:	High School Diploma
REPORTS TO:	Head of School
JOB GOAL:	Provides a superior level of customer service to parents, students, and teachers, while maintaining the daily operations and functions of the administration office.

PERFORMANCE RESPONSIBILITIES:

- Manage the main phone line for the entire school building – answer phone in a prompt and professional manner. Understand the functions of other offices and departments.
- Provide superior customer service and appropriate solutions to questions or concerns.
- Work with the Attendance Coordinator to manage teacher absences in Paychex app.
- Approve timecards through Paychex app before each pay period.
- Submit Building Requests and Audio Requests from the administrators in a timely manner.
- Submit maintenance work orders through the BigFoot system in a timely manner.
- Receive and process Field Trip Requests from teachers with the Facilities Department.
- Manage office supplies inventory and copy room; order copy/printer paper from the ministry Warehouse.
- Order supply items as requested by the administration or teachers through Amazon.
- Manage facilities supplies inventory (ie. trash bags, cleaning products) and place orders accordingly.
- Manage inventory of all printed materials (ie. hallway passes, incident reports, letterhead, etc.)
- Process Minor Student Work Permit Applications.
- Have experience operating basic office equipment – computer, printer, phone, intercom system.
- Possess strong knowledge and experience using Microsoft Office Systems (Word, Excel) and the Google platform.
- Learn and quickly assimilate into the FACTS Student Information Systems.
- Manage the counts for all emergency drills.
- Maintain appearance and cleanliness of the attendance office, storage room, and teacher's lounge.
- Train and oversee Attendance Office Student Services Workers; monitor attendance and accountability.
- Provide administrative assistance to the Head of School.
- Complete other tasks as assigned.