



Lakeland Joint School District #272
15506 N. Washington Street,
Rathdrum, ID 83858

TITLE:

School Administrative Assistant

JOB SUMMARY:

To assure the smooth and efficient operation of the school office, thereby allowing the administrator and staff to focus their efforts on the education of the students

QUALIFICATIONS:

1. Any combination equivalent to two years of college-level training in office management or business administration and five years of responsible and varied administrative experience, including two years of experience performing administrative work for an administrative assistant
2. Ability to operate standard office equipment, including current office computer applications; to use English in both written and verbal form; to use correct spelling, grammar, and punctuation; and, to administer first aid
3. Ability to learn laws, regulations, policies, and guidelines concerning operation of schools, accounting and bookkeeping (building and district), statistical reporting, and confidentiality of information
4. Ability to work independently; to understand and carryout oral and written instructions; and, to interact with persons of different age groups and cultural backgrounds
5. Such alternatives to the above qualifications as the Board may find appropriate and acceptable
6. Growth mindset
7. Effective use of de-escalation skills when working with frustrated parents, students, or staff
8. Adept at building capacity and empowering self-efficacy in others
9. Model integrity, authenticity, transparency, responsible leadership, ethical supervision and the highest standard of professionalism.

REPORTS TO:

Building Principal, Superintendent, or Designee

PERFORMANCE RESPONSIBILITIES:

(not limited to, but may include)

1. Assists school building administrators in their duties, requiring the exercise of independent judgment, and the use and interpretation of district policies and procedures

Initial & Date _____

2. Oversees and administers day-to-day activities and functions of the school office, utilizing a high degree of independent judgment and initiative in coordinating and performing highly complex, technical and responsible functions of the office
3. Exercises discretion in disseminating information, explaining policies and procedures, and speaking as directed for the building administrators
4. Independently composes effective correspondence referencing policies, rules, and regulations when appropriate
5. Maintains such student records as shall be required
6. Supervises students for the purpose of monitoring individuals referred for disciplinary actions
7. Coordinates preparation of instructional materials for building staff
8. Maintains a filing system, as well as a set of locked confidential files
9. Processes incoming correspondence
10. Orders and maintains building supplies as needed
11. Performs payroll processing while efficiently managing daily work procedures
12. Administers first aid and medication, within the scope of their training, for the purpose of meeting student's immediate health care needs
13. Performs office procedures as assigned by the Principal, which may include: Accurately maintaining district required attendance reports Ensuring the accurate and timely preparation of required building inventory reports Accurately performing, under the direction of the District Treasurer, all accounting tasks according to district policies and guidelines
14. Performs such other tasks as may be assigned by the Principal or the Superintendent.

TERMS OF EMPLOYMENT:

This position shall be considered in all respects "employment at will" and the employee is subject to discharge by the District at any time without cause. The "employment period" and other descriptions and terms set forth in this job description shall not create a property right in the employee and such are set forth only to advise the employee of when and what type of services will be required by the District so long as employment continues.

EVALUATION:

Performance of this job will be evaluated annually in accordance with provisions of the Board's policy on evaluation of non-certificated personnel.

Initial & Date _____

NOTE:

All certificated and classified employees and other individuals are required to undergo a criminal history check and submit to fingerprinting. Any applicant convicted of any of the felony crimes enumerated in Section 33-1208, Idaho Code may not be hired, and any applicant convicted of any felony offense listed in Section 33-1208(2), Idaho Code shall not be hired.

Board Approval Date:

Last Revision:

Employee Name _____ Date _____

Employee Signature _____

Human Resources _____