

# Posting

## **Delavan-Darien School District NON UNION POSITION**

**Posting Date: February 27, 2024**

**Job Title: Administrative Assistant – Building Administrator**

**Location: Turtle Creek Elementary**

**Number of Hours per Day: Full time (220 days)**

**Starting Date: ASAP**

**Completed Application Materials due by: March 10<sup>th</sup> or until filled**

**Submit your application materials using the WECAN system at the following web address:  
<https://wecan.waspa.org>. (Review of materials and/or interviews may begin upon receipt of  
COMPLETE application packets.)**

This position is to provide secretarial and office management support, and to perform a variety of reception, record-keeping, safety and clerical tasks. Provide direct support to supervisor by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, scheduling, and bookkeeping; and deliver services to students, staff, or parents. Perform clerical duties, which require in-depth knowledge of computer operations and a high degree of confidentiality.

Must possess an excellent understanding of the importance of student information systems. The successful candidate will have a High School Diploma (or equivalent) minimum; two-year associate degree, preferred. Previous experience with student information software applications (Infinite Campus and/or Skyward) preferred. High proficiency in Google as well as Microsoft Office Applications required. Above average ability to gather, interpret, organize and maintain accurate records. Strong customer service and communication skills are required and Spanish speaking skills preferred. Job Description Attached.

*The Delavan-Darien School District does not discriminate in employment on the basis of race, color, age, national origin, religion, sex, or handicap.*

## Job Description

<b>Position Title:</b> Administrative Assistant	<b>Department:</b> Administrative Services
<b>Classification:</b> Non Represented	<b>FLSA:</b> Non-exempt
<b>Reports To:</b> Principal	<b>Adopted:</b> March 2020

### PURPOSE

The purpose of this position in this classification is to provide secretarial and office management support, and to perform a variety of reception, record-keeping, safety and clerical tasks.

### DISTINGUISHING FEATURES

Positions in this classification are responsible for school secretarial and office management support and communication. Employees will provide direct support to their supervisor by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, scheduling, and bookkeeping; and deliver services to students, staff, or parents. Perform clerical duties, which require in-depth knowledge of computer operations and a high degree of confidentiality. Positions have access to confidential information.

### ESSENTIAL JOB FUNCTIONS

#### A. Customer Service

- Answers, screens and directs telephone calls. Takes and relays messages. Greets and directs visitors.
- Provides information to visitors and callers or directs questions to appropriate people.
- Ensure safety protocols are followed with regards to visitor sign in, visitor and sub ID badges and authorized adults picking up students.
- Communicate with staff, students, parents, and the public.
- May provide building tours and promote the District to visiting families.

#### B. Clerical Duties

- Types correspondence, memos, reports, forms and other materials from written and oral instructions. May compose routine correspondence, memos, reports, etc.
- Works under the direction of Building Administrator to assist with student, staff, and parent needs; and to complete the assigned duties of the Building Administrator.
- Use computers to enter, access or retrieve educational data or information; maintain educational records reports, or files.
- Perform clerical duties including copying, word processing, and data entry; and use office machines to prepare materials or resources.
- Maintain accuracy of Infinite Campus database and WISEdata and compile statistical reports for School Performance Report and Student Enrollment reports for Wisconsin DPI.
- Utilizes building financial and student database systems.
- Processes invoices and requisitions. May maintain petty cash or activity accounts.
- Enters purchase orders and reconciles P-cards.
- Orders office and other administrative supplies as budgeted and verifies orders received.
- Maintain a confidential working relationship with building administrator including preparing employee evaluations and/or other confidential correspondence.
- Make routine decisions in the building administrator's absence as authorized by the building administrator.
- Updates school events and building use calendar.
- May issue student work permits and/or serve as notary.
- May prepare materials for and work registration events.

- May generate student and/or staff class schedules.
- Maintains files for school/department programs and student information.
- Serves as a role model by demonstrating a positive attitude, timeliness, commitment to quality and strong work habits, and support for building/district programs.
- Maintains confidentiality of student and staff information.
- Stay abreast of district news through staff bulletins, email messages, etc.
- Follow district and school policies, guidelines, administrative regulations, and the employee handbook.
- Serve as a positive role model for staff and to help instill the belief in and practice of ethical principles and democratic values.
- Perform other duties within the scope of employment and certification as assigned.

**The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

## **KNOWLEDGE, SKILLS AND ABILITIES**

Must possess an excellent understanding of the importance of student information systems. The successful candidate will have a High School Diploma (or equivalent) minimum; two year associate degree, preferred. Previous experience with student information software applications (Infinite Campus and/or Skyward) preferred. High proficiency in Google as well as Microsoft Office Applications required. Above average ability to gather, interpret, organize and maintain accurate records. Strong customer service and communication skills are required and Spanish speaking skills preferred.

## **WORK ENVIRONMENT**

Noise level in the work environment is quiet to moderate. Duties are performed indoors and occasionally outdoors. Duties as assigned may include travel between buildings and a driver's license may be required for some assignments.

## **Physical and Mental Abilities Required to Perform Essential Job Functions**

### **Language Ability and Interpersonal Communication**

- Ability to classify, compute and tabulate data and information, following a prescribed plan requiring the exercise of some judgment. Ability to compare, count, differentiate, measure and sort information. Ability to assemble, copy, record and transcribe data and information.
- Ability to advise and provide interpretation to others how to apply policies, procedures and standards to specific situations.
- Ability to comprehend and interpret a variety of documents including invoices, ledgers, balance sheets, all school forms, requisitions, school handbooks, catalogs, office equipment operating manuals, schedules, lists, directories, service contracts, spreadsheets, activity reports, computer software operating manuals, non-routine correspondence, memos, and attendance and enrollment records.
- Ability to prepare a variety of documents including reports, forms, routine correspondence, announcements, memos and receipts using prescribed format and conforming to all rules of punctuation, grammar, diction, and style.
- Ability to communicate clearly and effectively, both orally and in writing with teachers, students, principals, vendor representatives, delivery personnel, service/repair personnel, parents, law enforcement and community members.
- Ability to use technology to accomplish job responsibilities that may include basic knowledge of Google docs, e-mail, word processing, and spreadsheet software.

- Works positively and collaboratively with all staff, students, parents/guardians and community members to meet the needs of students.
- Contributes to the development and maintenance of positive public relations between DDSD and the community.
- Communicates effectively and respectfully with students, using language and tone appropriate to the student and situation.

#### **Mathematical Ability**

- Ability to add and subtract, multiply and divide, and calculate percentages, fractions, and decimals.
- Ability to interpret basic descriptive statistical reports.

#### **Judgment and Situational Reasoning Ability**

- Ability to use functional reasoning in performing semi-routine functions involving standardized work with some choice of action.
- Ability to exercise the judgment, decisiveness and creativity in situations involving a variety of generally pre-defined duties which may be subject to frequent change.

#### **Physical Requirements**

- Ability to operate a variety of office equipment including computer terminal, multiple line telephone, fax machine, calculator/adding machine and photocopier.
- Ability to coordinate eyes, hands, feet and limbs in performing movements requiring skill and training, such as data entry and prolonged periods viewing a computer screen.
- Ability to exert light physical effort in sedentary to light work, but which may involve some lifting, carrying, pushing and pulling.
- Ability to recognize and identify similarities or differences between characteristics of colors, shapes and sounds associated with job-related objects, materials and tasks.
- Occasional work in noisy, crowded, stressful environments with numerous interruptions.

#### **Environmental Adaptability**

- Ability to work under generally safe and comfortable office conditions where exposure to environmental factors such as repetitive computer keyboard use, irate individuals, and disease may cause discomfort and poses a limited risk of injury.

While performing the duties of this job, the employee is required to stand, talk, hear, walk and sit. Specific vision abilities required by this job include close vision such as to read handwritten or typed material. The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The ability to talk, hear and express and understand ideas and thoughts are constantly required.

The employee shall remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122.01 throughout his/her employment in the District.

The Delavan-Darien School District is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the District will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.