



## **COLUMBIA BOROUGH SCHOOL DISTRICT**

### **POSITION MANAGEMENT GUIDE**

TITLE: Administrative Assistant

DEPARTMENT: Support Staff

LOCATION: Columbia Borough High/Middle School

REPORTS TO: Building Principal(s)

NON-EXEMPT

Full Time

DATE: 2022

### **SUMMARY OF PURPOSE**

This position is responsible for performing receptionist and secretarial duties and representing the school district in a courteous manner. The position is accountable for the operation of the school switchboard, secure access and information desk ensuring that messages are recorded accurately, and calls are directed to the proper location. Critical areas currently include . . . greeting and directing visitors, answering telephone, and recording messages and performing general office tasks requested by the building administrators.

### **ESSENTIAL FUNCTIONS**

1. Operates the phones to include assisting the caller by answering questions, directing the telephone call to the proper location, recording messages, and sending email message to the necessary person if they are not available for the call.
2. Greets, operates secure access, ascertains name of visitor, and directs the visitor to the proper location and answers all questions.
3. Receive, sort, and distribute all incoming mail for the school. Work with building mailings as necessary.
4. Assist with all office projects such as supporting substitute teachers who report to the building.
5. Support any staff or children who come to the office by following building expectations.
6. Is responsible for the flow of paperwork that is created due to the daily disciplinary action and numerous student communication through principal and/or teacher referrals.
7. This position also requires coordinating purchase orders through CSIU and corresponding this information with the district office.
8. Works to maintain communications with teachers, parents, staff, and students, providing support as needed.
9. Maintains confidential student and staff records, entering all personal and test data as necessary.
10. Attends and participates in all required meetings as necessary.
11. Works closely with custodial staff to ensure proper maintenance and safety of the building.
12. Prepare purchase orders as per the principal's direction (as requested by administration).
13. Handles daily paperwork flow, recordkeeping through PowerSchool program on computer system and the student cum folders.
14. Cover for school nurse during lunch if necessary.
15. Keeps attendance records for students.
16. Communicates for monthly events to parents, weekly bulletin, and daily communication through morning announcements.

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#### **DEPARTMENT/ORGANIZATION**

- Keeps current with related technology and developments that impact the department.
- Makes decisions consistent with the CBSD mission and core values, establishes and maintains effective communication and positive relationships within CBSD.
- Performs other functions as assigned by the Superintendent or building administrator.
- Contributes to the effective team environment of all issues and opportunities provided
- Maintains an optimum relationship with other staff members by being courteous and always mindful of the importance of confidentiality.
- Projects a positive image of the district and its programs and services

#### **MARGINAL FUNCTIONS**

Marginal Functions will vary with the specific assignment and depend on the position function for which the person is responsible.

#### **SCOPE AND IMPACT**

This position accomplishes most of its tasks through a standard operating procedure. Internal contacts include administrators, the district office employees, the buildings and ground staff, teachers, principals, students, and other school district employees. The external contacts include parents, school board members and the public. This position is responsible for the appearance of the entire reception area ensuring that it is neat, tidy, and presentable.

#### **MINIMUM REQUIREMENTS**

This position requires a good understanding of the processes and procedures of switchboard. A High School diploma or the equivalent is required as well as one to two years receptionist experience along with strong a secretarial foundation. The ability to work independently with minimal direction is essential. The incumbent must be able to manage multiple projects continuously.

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The above description covers the most significant essential and marginal functions but does not exclude other occasional responsibilities and accountabilities the inclusion of which would be in conformity with the major purpose of this job.

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#### **SPECIAL SKILLS**

Position requires the following skills: demonstrate broad proficiency with computer software and the Microsoft suite of office products; be highly organized; possess good communication skills, both written and verbal; be confidential at all times; act as a team player; be positive; able to learn new skills; able to work independently and use good judgment at all times; be self-motivated; demonstrate flexibility toward the tasks and the school; able to multi-task; maintain composure at all times; be able to accept responsibility; be able to operate machines and equipment and deal with constant change. Patience and a professional manner are also essential. This position requires the ability to communicate effectively with building staff, district staff, students, parents, and other community members. In addition, this position must possess strong customer service skills. In addition, the position must be able to act appropriately in emergency situations.

#### **PHYSICAL/COGNITIVE/ENVIRONMENTAL**

Physical Demands:	Sitting 90%, walking/standing 10% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Some stooping, bending, and twisting of the body Ability to lift and/or carry supplies weighing up to 30 lbs. or more Ability to stand or walk for extended periods of the workday Ability to sit for extended periods of the workday
Sensory Abilities:	Visual and Auditory acuity Visual acuity to read correspondence and computer screens Auditory acuity to be able to deal effective with people
Work Environment:	Typical public education environment. Subject to inside and outside environmental conditions
Temperament:	Must possess excellent interpersonal skills Must be able to work in an environment with frequent interruptions Able to receive oral communication Able to make judgments and work under high level of stress

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Cognitive Ability:      Ability to communicate effectively  
                                 Ability to organize tasks  
                                 Ability to handle multiple tasks  
                                 Ability to exercise good judgment  
                                 Ability to follow written and verbal directions.

Mental:                      Ability to define problems, collect and organize information, establish facts,  
                                 and draw valid conclusions to solve the problem/handle the situation and  
                                 use clear and good judgment. Must be able to remain calm in what can  
                                 become a stressful environment.

*I have reviewed the essential functions; knowledge and skill requirements; and physical/mental/environmental demands of this position. By my signature I am verifying that I can fulfill all essential functions, requirements and demands of the position as stated with or without reasonable accommodations.*

X \_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

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