



COLUMBIA BOROUGH SCHOOL DISTRICT

POSITION GUIDE

TITLE:	High/Middle School Administrative Assistant	Revised:	08/01/2020
DEPARTMENT:	Main Office	Position:	Support Staff 12-month
LOCATION:	Columbia Borough HS/MS campus	Salary:	Hourly
REPORTS TO:	High School Principal and Assistant Principal(s)		

SUMMARY OF PURPOSE

This position is responsible for coordinating, organizing, and performing administrative and secretarial tasks in the High/Middle School office. The position is accountable for using independent judgment in the handling diverse situations and setting priorities to assist the principal in decision-making. Critical areas include handling the flow of work through the principal's office, providing information to students and staff concerning school events and programs, may organize and type purchase orders, handle general questions and inquiries, may be involved with Open Houses, may organize and type any high school newsletter, preparing reports, letters and memorandums for the principal(s) and handling the maintaining and ordering of office supplies as necessary.

ESSENTIAL FUNCTIONS

1. Prepares general correspondence, letters, agendas, and reports for the principal.
2. Prepares confidential documents as requested by administration at the High School and assists in designated administrative details.
3. May be requested to prepare and maintain appointment schedules, building events, conferences, and high school activities.
4. Monitors and provides support to students sent to the high school office.
5. Prepares, prioritizes and duplicates building newsletter/calendar sent home with children.
6. At the end of the school day, oversees bus dismissal (may include calling the buses), takes calls from bus garage and contacts parents of students who have missed the bus.

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7. Assigns lockers to students; maintains locker records, solves locker questions and issues, and may change locks if necessary.
8. Keeps track of student attendance to include reports, warnings and sending letters if appropriate.
9. Work with the student information system to monitor electronic data for absences, behavior reports and any other required data to be maintained by the school.
10. Facilitates the efforts of students, parents, volunteers, and volunteer organizations.
11. Supports students' transportation schedules, correspondence and attendance at the Lancaster County Career and Technology and any other special arrangements as necessary, guidance provided by administration.
12. Coordinates student withdrawal cases to include signature of parents, collection of items, fees, and communication with the teacher.
13. Collects fines and fees associated with student dues and provides receipts for items taken cash or checks.
14. Answers incoming callers' questions, screens calls, and directs callers to appropriate persons or offices.
15. Secures repairpersons and direct on premises as needed and coordinates service of internal staff.
16. Screens all incoming telephone calls and takes and delivers messages to the appropriate staff.
17. Assists all administrators with daily student calls sheets.
18. Logs daily ISS/OSS assignments and monitoring attendance and preparing paperwork and/or notification.
19. Collects, logs, and redistributes confiscated electronic devices as directed by building administration.
20. Processes working papers for students.
21. Tracks, documents, logs in and sends all letters of dress code violation from administrators.
22. Handles radio communications with security officers informing them of needed assistance with students in office, building or arranging for escorts.
23. Assists with organization, distribution, and collection of testing materials.
24. Monitors building security procedures regarding visitors and deliveries.
25. May coordinate scheduling of building use, maintains building usage log, and keeps custodial staff informed of building commitments.
26. May serve as backup to building receptionist and other clerical support team members, if necessary.

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27. Build positive relationships with students, faculty, staff, and the surrounding community to establish a safe and supportive learning environment.
28. Exhibits ethical and professional behavior; ensures that staff, students and community members are always treated with dignity and respect.
29. Willingness to accept a flexible schedule as required, (includes evening events, if necessary).
30. Understanding of event programs within the district and using the appropriate software for facility usage.
31. Provide direction and guidance to staff members, community members and students during the workday.

KNOWLEDGE, SKILLS, AND ABILITIES

This position requires the following skills:

- Demonstrate proficiency with technology/computer software such as, but not limited to Microsoft office suite, Microsoft teams and Google suite
- Demonstrate a high level of organization and a focus on details
- Possess good communication skills, both written and verbal,
- Ability to maintain confidentiality at all times
- Able to work independently and learn new skills quickly
- Demonstrate flexibility
- Able to multi-task
- Must be a team player
- Ability to establish and maintain effective working relationships with those contracted in the course of work
- Ability to analyze situations accurately and adopt an effective course of action
- Follow good health and safety principles and practices

DEPARTMENT/ORGANIZATION

- Makes decisions consistent with the CBSD credo, motto, and service values.
- Builds strong relationships and create responsible caring citizens
- Creates unique, memorable, and personal experiences for those encountered
- Understands role in achieving district goals to ensure the success of students
- Continuously learns and grows professionally
- Seeks opportunities to improve the CBSD experience
- Creates a work environment that is positive and supportive
- Creates an environment of teamwork and lateral service so that the needs of all stakeholders are met
- Takes pride in professional appearance, language, and behavior.
- Serves as an ambassador of CBSD and protects the privacy of others and confidential district information
- Responsible for a clean, welcoming, and safe environment
- Performs other functions as assigned by Supervisor

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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 works independently in the performance of the essential functions. Contacts include district administrators, students, parents, teachers and outside organizations and agencies.

MINIMUM REQUIREMENTS

This position requires:

1. Minimum of high school diploma or equivalent
2. Possess Pennsylvania driver's license
3. Congenial personality
4. Good moral character
5. Ability to work with other adults, teenagers, and children
6. Satisfactory Act 34, 151, FBI clearances and Act 168
7. Submission of pre-employment medical examination (Section 148 of the Pennsylvania School Code)

PHYSICAL/COGNITIVE/ENVIRONMENTAL

Physical Demands:	Sitting 80%, walking/standing 20% Ability to reach above and below the waist Ability to use fingers to pick, feel and grasp objects Must be able to stoop, bend, and twist 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 during athletic event (if applicable)
Sensory Abilities:	Visual and Auditory acuity Visual acuity to read correspondence and computer screens Auditory acuity to be able to deal effectively with people
Work Environment:	Typical public education environment. May be 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
Cognitive Ability:	Ability to communicate effectively Ability to organize tasks Ability to handle multiple tasks

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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 verify that I can fulfil all essential functions, requirements and demands of the position as stated with or without reasonable accommodation.

X _____

Signature

Date

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 - Reasonable accommodations will be reviewed, evaluated, and may be made to enable individuals with disabilities to perform the essential functions of this position.