

**WILLOW RIVER AREA SCHOOL  
8142 PINE STREET  
WILLOW RIVER MN 55795**

**JOB DESCRIPTION**

<b>Position Title:</b>	Secondary Administrative Assistant
<b>Immediate Supervisor:</b>	Secondary Principal
<b>FLSA Status:</b>	Non-exempt
<b>Board Approved:</b>	2/21/2023

**Overview:** An employee in this class is responsible for performing intermediate administrative support work, maintaining state mandated systems and student records, answering phones, greeting visitors, maintaining and updating teacher records, room numbers and class information, and related work as apparent or assigned. Work is performed under the supervision of a principal.

**Required Qualifications:**

- High School Diploma or GED; and
- Valid driver's license.

**Preferred Qualifications:**

- Abilities in word processing, database entry.
- Experience working with students or in a school environment.

**Performance Responsibilities:**

- Serves as confidential administrative assistant to the assigned Principal;
- Maintains weekly bulletin;
- Prepares letters, forms, schedules, reports and prepares mailings as needed;
- Calls secondary school substitutes and finds class coverage;
- Prepares information for student referrals;
- Maintains student record systems for records related to:
  - Student schedules
  - Student lists/labels
  - Class lists
  - Students attendance
- Manages incoming and outgoing mail;
- Prepares for the beginning/end of the school year;
- Answers and directs phone calls;

- Compiles student attendance reports for Administration;
- Assists in the registration process, to include assignment of student lockers;
- Compiles records for new students;
- Prepares Cumulative records for students;
- Prepares student report cards;
- Prepares and maintains enrollment/withdrawal records of students;
- Compiles information per administration requests;
- Maintains confidentiality as per mandated data privacy laws;
- Manages the distribution of secondary door keys;
- Performs duties as MARSS Coordinator; and
- Performs other duties as assigned that are usual and customary for persons in this job classification.

**Physical Demands:** Ability to sit for long periods of time and extended periods of keyboarding. Ability to perform the following actions occasionally: lifting and carrying up to 50 pounds, reaching, stooping, standing, bending, crouching, and walking.

**Terms of Employment:** Salary and work year to be established by the School Board.

**Evaluation:** Performance of this job will be evaluated annually by the Secondary Principal.

Board Approval (Date)