



# School District of Altoona

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1903 Bartlett Avenue • Altoona, Wisconsin 54720  
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**TITLE:** Administrative Assistant - School Office

**JOB ANALYSIS:** The Administrative Assistant position provides service and support to students, parents, general public, and district employees.

**DAYS:** 207

**WAGE SCHEDULE:** Support Staff A

**REPORTS TO:** Building Principal

**DUTIES AND RESPONSIBILITIES:** *The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.*

- Provides exceptional customer service to students, parents, staff and all visitors
- Collects data and creates reports as needed (requires use of current Microsoft Office products, Google products as well as appropriate student data software in a network environment)
- Oversees the compilations of attendance, discipline and health reports and maintenance of student records
- Manages the students schedules and report cards
- Assists with required local, state, federal and DPI reports
- Maintains and updates current state student information system
- Manages accounting and budget procedures at local school level including the p-cards for their building
- Assists with telephone calls from parents and public
- Assists staff with clerical equipment in school office
- Assists with substitute teachers and the current automated absence system
- Monitors employee absences and verifies coverage
- Creates and maintains Parent/Student Handbooks
- Maintains school equipment inventories and orders school supplies
- Assists with events, ie. parent/teacher conferences, family learning nights and PTO events
- Manages conference room reservations for their building
- Sort and disseminate daily mail
- Assists students who are sick or injured
- Administers medications to students
- Maintains all safety/emergency equipment in their school offices (Student emergency contact lists, backpacks, emergency drill documentation, etc)

- Assist with school web page updates
- Coordinates volunteers including maintaining background check information
- Performs other secretarial tasks as directed by the building principal

### **QUALIFICATIONS:**

- High School diploma or equivalent required
- Minimum of three years of satisfactory experience working in a school or office setting with the general public, or completion of a two-year vocational program
- Associate degree or higher in the Administrative Professional field preferred
- Experience in a school setting is preferred
- Must have a proficient knowledge of a variety of office equipment including but not limited to copiers, facsimiles, and multi-line telephone systems
- Strong knowledge of current Microsoft Office products, Google products and appropriate student data software in a network environment
- Successful bookkeeping training or experience
- Current certification in first aid and CPR (or secure such certification within the first semester of employment)

### **PERSONAL ATTRIBUTE REQUIREMENTS:**

- Must be friendly, welcoming and positive
- Must demonstrate the ability to establish and maintain positive working relationships with students, families, staff and administration
- Must be able to interact with others to accomplish tasks in a positive and productive manner
- Must be able to maintain self-control without exhibiting negative behaviors
- Must maintain above-average recommendations from supervisors and other professionals who have observed the characteristics, scholastic achievement and performance of the individual
- Must be organized and able to work with detailed records
- Must be able to communicate verbally and in writing and follow written and verbal instructions
- Must be able to effectively interact with others in person, by phone or in written communication
- Must understand the need for teamwork, timeliness and safety
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions
- Must be able to learn new tasks and skills quickly with little supervision.
- Must be able to assume responsibility for routine decisions in the absence of an immediate supervisor
- Must be able to maintain confidentiality of records, discussions and other correspondence regarding all school related matters
- Must be able to maintain appropriate personal hygiene, appearance and dress
- Must maintain a valid Wisconsin drivers license (or the ability to secure within six months) and good driving record

### **PHYSICAL/MENTAL REQUIREMENTS:**

- Must be able to stand, walk, climb, crawl or sit for prolonged periods with or without back

support

- Must be able to communicate effectively to ask or respond to questions, provide information and assistance
- Must be able to participate in numerous conversations throughout the day in an environment which may be noisy
- Must be able to maintain concentration and focus on tasks
- Must be able to follow safety practices at all times

The above statements are intended to describe the general nature and level of work being performed by the personnel assigned to this position.

All requirements are subject to possible modifications to reasonably accommodate individuals with a disability.

**PERFORMANCE EVALUATION:** Performance of this position will be evaluated annually by the Building Principal.

ADOPTED: 1/1/2021