



Ellsworth Public School

"Home of the Panthers"

513 S. Broadway St., Ellsworth, MN 56129

Phone: (507) 967-2242

Bill Strom, superintendent Amy Labat, principal

Website: ellsworthschools.mn.org

JOB DESCRIPTION

SECTION I: GENERAL INFORMATION

POSITION TITLE	POSITION TYPE
<i>Administrative Assistant</i>	Full-Time August through May (8:00am-4:00pm) Part-time June and July (2 days per week)
IMMEDIATE SUPERVISOR	FLSA STATUS
Building Principal	Exempt
JOB SUMMARY	
The School Administrative Assistant plays a critical role in supporting the daily operations of the school by providing administrative, clerical, and organizational assistance to the principal, staff, students, and parents. This position serves as the first point of contact in the school office and is responsible for payroll, managing communications, maintaining records, coordinating schedules, and ensuring efficient office functioning. The School Administrative Assistant must demonstrate professionalism, confidentiality, strong interpersonal skills, and the ability to handle multiple responsibilities in a fast-paced educational environment.	
APPLICATION REQUIREMENTS	
• District Job Application • Letter of interest • Resume • Minimum of three letters of reference • Email materials to amy.labat@isd514.org.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

GENERAL RESPONSIBILITIES
• Serve as the primary point of contact for students, parents, staff, and visitors, providing courteous and professional assistance. • Manage incoming phone calls, emails, and correspondence; route messages appropriately and respond to general inquiries. • Provide administrative support to the principal and other school staff, including scheduling appointments, preparing documents, and maintaining calendars.

- Organize and maintain student files, staff records, and other confidential information in compliance with data privacy regulations.
- Assist in the preparation and distribution of school communications, such as newsletters, bulletins, and announcements.
- Support the enrollment and withdrawal process by collecting necessary documentation and updating student information systems.
- Assist with planning and coordination of school events, meetings, and professional development activities.
- Monitor students in the office area when necessary, including those who are ill, awaiting pickup, or receiving disciplinary support.
- Liaise with district personnel and outside agencies as directed by the principal or designee.
- Uphold all school policies and procedures and contribute to a positive and efficient school climate.
- Perform other duties as assigned to support the effective operation of the school.

PRIMARY RESPONSIBILITIES

• Payroll & Human Resources

- Process payroll in accordance with state and federal guidelines and district policies.
- Maintain accurate employee records, benefits documentation, and leave balances.
- Coordinate onboarding for new employees, including background checks and required forms.
- Ensure ongoing compliance with applicable employment regulations.
- Secure substitutes for employees with planned absences.
- Maintain job postings on the district website and external district posting locations.

• Transportation Coordination

- Organize and communicate daily bus routes and transportation for activities and athletic events.
- Coordinate schedules with drivers, coaches, families, and the partnering district.

• Athletics & Activities Coordination

- Serve as the district's point of contact for athletics and student activities.
- Collect student eligibility paperwork and verify academic standing.
- Coordinate transportation and event schedules in partnership with other districts.
- Communicate event details to custodial staff for facility preparation.
- Represent ISD #514 at regional athletic director meetings.
- Ensure there is supervision for each event.

• State Reporting

- Prepare and submit state-mandated reports such as MARSS, MCCC, and CDRC.
- Maintain accurate student and staff data in compliance with Minnesota Department of Education requirements.
- Distribute report cards and transcripts

• Attendance Secretary

- Attendance Tracking & Data Entry: Daily monitoring and recording of student absences, tardies, and early dismissals into the school's student information system (SIS).
- Parent Liaison: Processing incoming phone calls, emails, and doctor's notes regarding student absences. Responding to parent inquiries about attendance policies and records.

- Truancy Support & Notifications: Generating daily or weekly attendance reports for administration. Issuing automated or manual attendance alerts, warning letters, and truancy notifications to families when thresholds are crossed.
- Check-In/Check-Out Management: Managing the front desk operations for students arriving late or leaving early, ensuring proper identification and sign-out procedures are followed by parents/guardians.
- Collaboration: Working closely with student success coordinator and administrators to identify patterns of chronic absenteeism or students who may need extra support.
- **Student Services**
 - First-Aid & Assessment: Provide basic first-aid (ice packs, bandages, temperature checks) for students presenting with minor injuries or illnesses.
 - Parent Notification: Promptly contact parents or emergency contacts when a student is too ill to remain at school, clearly communicating symptoms and school health policies.
 - Safe Check-Out: Manage the medical sign-out process, ensuring students are only released to authorized adults with proper identification.
 - Medication Logging: Administer and log approved student medications in strict accordance with doctor instructions and school board policy.
 - Cafeteria supervision during all student lunches.
- **Special Education Secretary Duties**
 - Provide administrative support to the Special Education Director and special education staff.
 - Assist in maintaining accurate and confidential student records, including IEPs and evaluations.
 - Schedule IEP meetings and evaluations in coordination with staff and parents.
 - Ensure compliance with due process timelines and reporting deadlines.
 - Assist with documentation for audits, state submissions, and funding applications.
 - Enter and maintain student data using SpEd Forms, JMC, and other district systems.
 - Order and track supplies for the Special Education department.
 - Provide clerical support and assist paraprofessionals and case managers as needed.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

REQUIRED QUALIFICATIONS
• High school diploma or equivalent • Strong organizational skills and attention to detail • Ability to communicate professionally with staff, families, and external agencies • Proficiency with Google Workspace and/or Microsoft Office • Ability to handle confidential information with integrity and discretion
PREFERRED QUALIFICATIONS
• Associate's or Bachelor's degree in business, education, or a related field • Experience in payroll, HR, special education, or school district operations • Familiarity with MARSS, MCCC, CRDC, SpEd Forms, and JMC
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK
Skilled in:

- **Interpersonal and Communication Skills:** Ability to communicate clearly, professionally, and effectively with staff, students, parents, district personnel, and external agencies both in person and in writing.
- **Organizational and Time Management Skills:** Demonstrated ability to manage multiple priorities, meet deadlines, and maintain accurate records while attending to daily tasks in a fast-paced environment.
- **Discretion and Confidentiality:** Skilled in managing sensitive information related to students, staff, and school operations with the utmost integrity and in compliance with data privacy laws and district policies.
- **Technological Proficiency:** Competence in the use of Google Workspace and/or Microsoft Office (e.g., Docs, Sheets, Excel, Word), student information systems (e.g., JMC), and special education data systems (e.g., SpEd Forms).
- **Attention to Detail:** Ability to maintain accurate records, complete required reporting, and ensure data compliance with state and federal requirements (e.g., MARSS, MCCC, CDRC).
- **Problem-Solving and Decision-Making:** Capacity to address daily challenges, resolve scheduling or coordination conflicts, and provide effective support under pressure with minimal supervision.
- **Clerical and Administrative Competence:** Proficiency in general office procedures, including document preparation, file management, meeting coordination, supply ordering, and internal communication.
- **Event and Schedule Coordination:** Ability to manage logistics for school events, transportation, athletics, and professional development activities, including collaboration with other districts and internal stakeholders.
- **Customer Service Orientation:** A welcoming and helpful demeanor when serving as the front-line representative of the school, ensuring positive engagement with all school community members.
- **Adaptability and Initiative:** Willingness to learn new systems, adapt to changing priorities, and take initiative in identifying and supporting school operational needs.

PHYSICAL JOB REQUIREMENTS

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push and pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS *The essential duties of the work are performed under various physical hazards or environmental conditions noted*

Unusual or hazardous working conditions related to performance of duties:

Duties are generally performed in a typical classroom/school setting where there are minimal environmental hazards and risks. Employee(s) may be exposed occasionally to disagreeable conditions involving human/student/parental contact.