



Lewiston-Altura Public Schools, ISD #857 - Job Description

Job Title: **HIGH SCHOOL ADMINISTRATIVE ASSISTANT**

Department/Section: Support

State Job Match: 170

Title of Immediate Supervisor: High School Principal

JOB SUMMARY -- This position ensures the effective and efficient operation of the high school office.

Task No. And Description

1. Assists students, visitors and callers. Refer them to appropriate people.
2. Sort and meter mail, as needed.
3. Maintains and order general school and office supplies. Disperses items to staff.
4. Reviews AESOP on a daily basis and contacts substitutes when necessary. Maintain substitutes' timesheets, reconcile hours monthly, and submit to payroll.
5. Prepares purchase orders from submitted requisitions. Places orders on behalf of high school staff.
6. Enters and updates student registration and scheduling records, including enrollment and withdrawals.
7. Enter MN Common Course catalog data and upload files to state.
8. Maintains MARSS and PSEO information. Attends workshops for MARSS as required.
9. Coordinates grade reporting activities.
10. Reconciles cash receipt books.
11. Assists in the dispensing and charting of student medications, conducts other health related activities under the direction of the school nurse. Administers basic first aid, calls parents when needed.
12. Prepares daily announcements and posts to Facebook, as necessary.
13. Orders and assembles graduation diplomas.
14. Drafts graduation programs.
15. Completes Perkins reporting.

16. Maintains student attendance records.

17. Maintains student discipline files.

The above tasks are listed for the purpose of identifying the appropriate State Job Match for this job class and are not intended to be a comprehensive list of all responsibilities and tasks which may be assigned to this position.

QUALIFICATIONS: Specific training or job experience required before appointment: High School Diploma. Advanced training preferred. Secretarial experience. Working knowledge of office equipment. Data entry and word processing skills. Communication skills. Physical requirements: N/A

Estimated length of time required for new entrant to achieve acceptable level of proficiency: Six months.

ORGANIZATIONAL RELATIONSHIPS: This position reports directly to the High School Principal and works in coordination with other support staff.

WORKING CONDITIONS: No unusual or extraordinary working conditions.

TERMS/CONDITIONS OF EMPLOYMENT: Length of employment: 215 days. Salary and benefits reflected by the Lewiston-Altura Schools Support Staff Salary and Benefits Agreement.

PERFORMANCE REVIEW: Annual evaluation by the high school principal.

Updated: October 2017