

# Administrative Assistant

**FLSA Status:** Exempt

**Created:**

**Last Revised: November 2016**

**DEFINITION:** The Administrative Assistant assists the Principal in overall administration of instructional programs and in the performance of leadership responsibilities, which are attendant to the successful administration of the school.

**RESPONSIBLE TO:** Site Principal

**PAY RATE:** Certified Teacher Salary +\$3000 yearly

***ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).***

1. Participate in development and evaluation of educational programs.
3. Encourage and support development of innovative instructional programs, helping teachers pilot such efforts when appropriate.
4. Participate in development of campus improvement plans with principal, staff, parents, and community members.
5. Assist principal in interviewing, selecting, orienting, training, and supervising new staff.
6. Supervise operations in principal's absence.
7. Help plan daily school activities by participating in the development of class schedules, teacher assignments, and extracurricular activity schedules. (changes must be approved through the Principal prior to any action).
8. Work with principal, lead teachers, and faculty to compile annual budget requests based on documented program needs.
9. Assist with safety inspections and safety-drill practice activities.
10. Comply with federal and state laws, state board of education rules, and district policy.
11. Help to develop a student discipline management system that results in positive student behavior.
12. Ensure that school rules are uniformly observed and that student discipline is appropriate and equitable.
13. Counsel with students, parent, and teachers when an individual student's academic and behavioral problems are involved.
14. Maintain effective relationships with representatives of law enforcement and social welfare agencies and comply with legal and regulatory requirements of the various governmental agencies.
15. Develop an atmosphere of respect, interest, and enthusiasm within the school.

16. Ability to appropriately handle stress and communicate openly and effectively with students, community, staff, and administration.

17. Supervise and provide for the general welfare of students during the school day, on school trips, and during school activities.

**QUALIFICATIONS FOR EMPLOYMENT:**

***Knowledge, Skills, and Abilities: (KSAs are the attributes required to perform a job; generally demonstrated through qualifying experience, education, or training.)***

***Knowledge of:***

- Effective instructional strategies for students of varied abilities;
- Pertinent federal, state, and local laws, policies, rules, and regulations regarding school administration;
- Organizational and management practices as applied to the analysis and evaluation of school programs, policies, and operational needs;
- Principles and practices of budget preparation and administration;
- Principles and practices of the organization and administration of personnel management;
- Principles, practices, rules, and regulations pertaining to student discipline;
- Principles of supervision, training, and performance evaluation;
- Public relations programs and techniques related to school activities; and
- Principles of management associated with maintaining the school's financial records.

***Skill to:***

- Direct and supervise school staff;
- Manage the school's educational and extracurricular programs, activities, and operations;
- Plan and implement an effective student discipline program;
- Prepare and administer the school's budget; and
- Communicate effectively, both orally and in writing.

***Ability to:***

- Apply the principles of conflict resolution to resolve interpersonal problems that arise;
- Develop leadership among the teacher corps;
- Develop a strong client orientation in all school staff;
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Lead the entire school community through collection, disaggregation, and analysis of the school's performance data and subsequent development of a school plan designed to address the identified needs;
- Gain cooperation through discussion and persuasion; and
- Establish and maintain cooperative working relationships with those contacted in the course of work.

***Required Certifications and Licenses:***

1. Master's Degree or Higher

2. Must possess or be able to acquire a Nevada school administrators' license issued by the Nevada Department of Education.
3. Such other qualifications of academic, professional and personal excellence as the Board of Trustees may specify.

***Experience and Training:***

Any combination of training, education, and experience that would provide the required knowledge, skills, and abilities. A typical way to gain the required knowledge, skills, and abilities is:

Master's degree from an accredited college/university with major coursework in education or a related field, plus a minimum of three years of classroom teaching experience.

***Physical and Mental/Intellectual Requirements:***

The physical and mental/intellectual requirements described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Strength, dexterity, and coordination to use keyboard and video display terminal for prolonged periods. Strength and stamina to bend, stoop, sit, and stand for long periods of time. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of files, stacks of paper or reports, references, and other materials. Some reaching for items above and below desk level. Some reaching, bending, squatting, and stooping to access files and records is necessary. The manual dexterity and cognitive ability to operate a personal computer using word processing and databases. The ability to interact professionally, communicate effectively, and exchange information accurately with all internal and external customers. Light lifting (up to 25 pounds) is occasionally required.

In compliance with applicable disability laws, reasonable accommodations may be provided for qualified individuals with a disability who require and request such accommodations.

Incumbents and applicants are encouraged to discuss potential accommodations with the employer.

***Working Conditions:***

Work is performed under the following conditions.

Exposure to climate controlled classroom settings to outside weather with temperatures ranging from mild/moderate to extreme cold/heat. May involve exposure to noise levels ranging from moderate to very loud in occasional to frequent time periods. May involve work in crowded environments.

Hazards: Classroom furniture, playground/office equipment, communicable diseases, chemicals (as related to specific assignment), and power/hand operated equipment and machinery (as related to specific assignment).

**EVALUATION:** Position is evaluated yearly by the site Principal

**An Affirmative Action/ Equal Opportunity Employer:**

The Lincoln County School District is an equal opportunity employer and will not knowingly discriminate in any area of employment. Those include discriminatory recruiting and hiring practices against any United States citizen or legal alien on the basis of race, color, creed, religion, sex, age, marital status, national or ethnic origin, disability, or any other protected class and shall extend to working conditions, training, promotion, and terms and conditions of employment. Individuals with a disability who require reasonable accommodation(s) during any step of the screening process or who have questions about qualifications should notify a representative in Human Resources. Notification may be made in person, in writing, or by calling: (775) 728-8000

**Employee's Acknowledgment:** I acknowledge that I have read the above job description and have received a copy for my records.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Administrator/Management Signature: \_\_\_\_\_ Date: \_\_\_\_\_