

TREYNOR COMMUNITY SCHOOL DISTRICT

TITLE: **Administrative Assistant (Secretary - Secondary)**

REPORTS TO: Administration

JOB GOAL: To organize all aspects of work assigned by the principal, effectively collaborate with other district staff, and act as a communication link among district staff, parents, community members, vendors and the principal.

FLSA STATUS: Exempt Non-Exempt
 Full Time Part Time
 Hourly Salary

QUALIFICATIONS:

1. High school diploma or equivalent.
2. Vocational/technical school certification, AA degree or BA degree (preferred).
3. Three to five years of successful experience as a secretary (preferred).
4. Strong communication, both written and oral skills, as well as strong interpersonal skills.
5. Proficient with Microsoft Office, Google, database applications and computers/business machines.

PERFORMANCE RESPONSIBILITIES/ESSENTIAL FUNCTIONS:

1. Perform a variety of clerical work including keyboarding, proofreading, filing, checking information on records, collecting and accounting for monies received.
2. Maintain student and staff records.
3. Sort, file, and distribute incoming and outgoing documents.
4. Facilitate incoming calls and schedule appointments for conferences, interviews, and other meetings.
5. Assist with the preparation of reports.
6. Assist with the efficient operation and accountability of the functions of the district.
7. Enter student information and attendance on the computer and prepare reports as assigned. Upload required student data and other information to the Iowa Department of Education or other agencies as required by law or directed by supervisor.
8. Maintain accurate daily student attendance records in the student management system (JMC), including tardies, absences (excused and unexcused), and early dismissals.
9. Generate attendance reports as needed for administrators, teachers, and counselors.
10. Monitor student attendance trends and identify potential issues, collaborating with school staff to address concerns.
11. Process and manage student absence excuses, ensuring compliance with school policy.
12. Collaborate with the school nurse regarding student health-related absences and required documentation.
13. Maintain confidentiality of student records and information.

14. Provide support to students and families regarding attendance policies and procedures.
15. Maintain a log of visitors to the school.
16. Assist other office staff to ensure smooth operation of daily functions.
17. Assist administration in the efficient management and operation of the school.
18. Arrange for substitute drivers for route and activity needs.
19. Communicate with the transportation department and substitute bus drivers regarding route changes, student needs, and other relevant information.
20. Maintain accurate records of student ridership and bus assignments.
21. Manage transportation arrangements for extracurricular activities, field trips, and other school events, including communication with activity sponsors and transportation providers.
22. Communicate transportation schedules and changes to students, parents/guardians, and staff.
23. Address transportation-related concerns and inquiries from students, parents/guardians, and staff.
24. Maintain records of driver logs, bus maintenance, and inspections.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Ability to exert up to 40 pounds of force occasionally and/or up to 20 pounds of force as frequently as needed to move objects.
2. Ability to sit and/or stand in one position for a prolonged period of time.
3. Ability to view computer screens or other monitoring devices for prolonged periods.

WORKING CONDITIONS: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

TERMS OF EMPLOYMENT: Days of service as specified in contract language. Salary established by the Board.