



TRITON REGIONAL SCHOOL DISTRICT

Respect, Integrity, and Excellence for All

POSITION: *Administrative Assistant (School Office)*

PURPOSE OF POSITION:

To complete the detail and written work and to coordinate other matters essential to the efficiency and effectiveness of the administrator

REPORTS TO: Building Principal

PERFORMANCE RESPONSIBILITIES:

1. Type all given materials including correspondence, reports, notices, and recommendations
2. Obtain, gather, and organize pertinent data as needed and put into useable form
3. Maintain a regular filing system as well as a set of locked confidential files and process incoming correspondence as instructed
4. Place, receive, and record messages including telephone, fax, intercom, etc.
5. Order, receive, and maintain supplies as needed
6. Perform any bookkeeping tasks associated with the specific position
7. Record and track daily attendance for staff, including arranging for substitutes as necessary
8. Record and track daily attendance for all students
9. Enroll and register all new students
10. Maintain a schedule of appointments and make arrangements for conferences and interviews
11. Welcome visitors and arrange for their comfort, and screen unexpected callers in accordance with predetermined policy
12. Perform such other tasks as may from time to time be assigned by the building Principal

QUALIFICATIONS:

1. A minimum of a high school diploma, with an Associates Degree or advanced training preferred
2. Ability to use personal computers and current applications
3. Ability to communicate effectively with staff and public
4. Ability to handle delegated administrative details, requests for information, and other materials brought to the administrator's office
5. Such alternatives to the above qualifications as the Superintendent may find appropriate and acceptable

ATTRIBUTES:

- Committed to the core values of the district
- High level communication and interpersonal skills
- A commitment to collaborative practice within a professional learning community
- Detail oriented
- Able to multi-task

TERMS OF EMPLOYMENT:

- Annual Work Schedule: 215 Days per Year
- Health and Benefits Per District Policies and Agreements
- Salary to be negotiated with the Principal/Superintendent

HIRING RANGE: \$40,000 - \$50,000

EVALUATION: The performance of this job will be evaluated by the appropriate Administrator in accordance with provisions of the School Committee's policy on Evaluation of Non Instructional Support Services Personnel.