



MISSISSINEWA COMMUNITY SCHOOLS
Westview Elementary
School Secretary/Administrative Asst.

Job Description:

Under the direction of the principal, employee performs a variety of clerical and support work, greets and interacts with the public, works cooperatively with staff, students, and parents.

Qualifications:

High School Diploma

Two years of additional schooling/training OR two years of successful related employment.

Successful work background and positive references

Microsoft Office Specialist (MOS) Master

Certified in Word, Excel and either PowerPoint or Access

Responsibilities:

1. Meet and interact with the public and employees in routine situations, which require tact, discretion and courtesy; demonstrate appropriate telephone etiquette, with proper voice inflection; communicating effectively in routine, sensitive, and confidential matters.
2. Have excellent integrity and demonstrate good moral character and initiative; display ethical and professional behavior in working with everyone who communicates or is associated with the office; serve as a role model for students and staff in demonstrating positive attitudes, appropriate attire and grooming, accepting responsibility, and an effective work ethic
3. Exhibits a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and the community, including difficult and emotional situations.
4. Register new students, secure appropriate student records, maintain confidential student records, transfer records when necessary; maintain and update student data on PowerSchool and creating and maintaining cumulative files for students; processing student requests in a timely manner
5. Conform to District policy regarding attendance and absences
6. Ensure that all communications meet proper written and verbal English standards
7. Give information of policies or procedures related to district, departmental or school activities
8. Establish, maintain and monitor accurate, neat and efficient electronic and manual filing systems while providing a variety of clerical duties
9. Prepare letters, memoranda, reports, bulletins, handbooks, questionnaires, requisitions and other materials from marginal notes, rough drafts, or verbal instructions using Excel, PowerPoint, Google Docs, Google Forms, Word or other appropriate software
10. Maintain attendance data for students and staff, recording attendance, absences, substitutes, and other required information
11. Maintain multiple online calendars and assist with scheduling school activities and facilities

12. Process electronic purchase orders and other online recordkeeping including distribution of instructional and office supplies (FMS, Amazon, POs, ProCare)
13. Ability to work independently and efficiently with minimal supervision, including developing and implementing effective office procedures
14. Administers First Aid and medication in the absence of the school nurse and prepares accident reports when necessary
15. Ability to relate to students with respect, compassion, tact, and understanding
16. Processes and instructs substitute teachers regarding school programs, daily schedules, and procedures
17. Maintains staff absentee records and collects all relevant absentee reports; review employee time sheets for accuracy and submit them to the payroll department in a timely manner
18. Ability to physically perform tasks with the job description including but not limited to stoop, bend, sit, stand, stretch, grasp, push, pull, walk, and lift up to 35 lbs.
19. Distribute mail and handle correspondence of the office, responding to routine requests for information, and typing, reproducing, and distributing notices to staff, students, and parents
20. When needed, make announcements and operate the school intercom systems
21. Create and maintain a clean, attractive, orderly, safe, and efficient office environment
22. Assist Principal and PreSchool Director in handling interruptions and emergencies and calling for assistance when needed
23. Work cooperatively with staff with the completion of large or time sensitive projects or emergencies
24. Attend required staff meetings and serve on staff committees when appropriate
25. Perform any duties and responsibilities that are within the scope of employment as assigned by the Principal or designee, and not otherwise prohibited by law or regulation

It is the policy of Mississinewa School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs, activities, or employment policies as required by the Indiana Civil Rights Law (I.C. 22-9-1), Title VI and VII (Civil Rights Act of 1964), the Equal Pay Act of 1973, Title IX (Educational Amendments), Section 504 (Rehabilitation Act of 1973), and the Americans with Disabilities Act (42 USCS §12101, et. seq.)