

**White Pine County School District**  
**1135 Avenue C Ely, Nevada 89301 (775) 289-4851 FAX (775) 289-3999**

**McGill Administrative Assistant**

Classification: Classified

Terms of Employment: 10 months

FLSA Status: Non-Exempt

This is an hourly position assigned to the Classified Employee Salary Schedule

Immediate Supervisor: Building Principal

**Summary**

The administrative assistant is parents' and students' first contact at the school and is one of the public faces of the school. As such, a positive demeanor, ability to problem solve, work under pressure and timeline, and multi-task are all essential. The administrative assistant deals with Infinite Campus, supplies, attendance, relaying messages, answering questions, assisting with the website, and more.

**Essential Skills, Characteristics, Job Duties, and Responsibilities**

1. Outstanding technology skills.
  - a. Google and Hapara.
  - b. Web management.
  - c. Typing.
  - d. Microsoft Office - Word and Excel.
  - e. Infinite Campus.
  - f. Network and email sign ons.
  - g. Quickbooks
2. Organizational skills.
  - a. Maintain clean and neat work space.
  - b. Keep track of student files: cumulative files, transcripts, etc.
  - c. Multi-task and function productively through many interruptions.
  - d. Ability to prioritize, make logical decisions.
3. Communication skills.
  - a. Smile and interact in a friendly, professional manner with parents, students, teachers, and members of the public.
  - b. Respond to questions and criticisms in a positive and productive manner.
  - c. Direct the flow of traffic in the office.
  - d. Keep confidential issues private.
  - e. Ability to interact tactfully with parents and students.
4. Responsibilities.
  - a. Attendance.
  - b. Student records.
  - c. Answering phones.
  - d. Assisting in updating website.
  - e. Relaying messages.

**Job Duties and Responsibilities**

1. Assist students who need minor medical assistance. Contact parents regarding these issues. Train students and staff to minimize classroom disruptions related to health concerns.
2. Manage the McGill website and Face Book page.
3. Make phone calls to parents at the direction of the principal.
4. Assist the principal in all matters necessary for effective functioning of the school.
5. Other duties as assigned.

**BOARD OF SCHOOL TRUSTEES**

*Lori A. Hunt, Chair • Shella Nicholes, Vice Chair • Angela McVicars, Clerk*

*Candice Campeau, Member •, Matt Hibbs, Member • Pete Mangum, Member • Jessica Trask, Member*

*Adam Young, Superintendent*