

WPMS Administrative Assistant

Classification: Classified

Terms of Employment: 10 months

FLSA Status: Non-Exempt

Immediate Supervisor: Building Principal

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

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, scheduling, 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 Suite and Hapara.
 - b. Web management.
 - c. Quick Books
 - d. Typing.
 - e. Microsoft Office - Word and Excel.
 - f. Infinite Campus.
 - g. Network and email sign ons.
2. Organizational skills.
 - a. Maintain clean and neat workspace.
 - b. Keep track of student files: cumulative files, transcripts, etc.
 - c. Multi-task and function productively through many interruptions.
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.
4. Responsibilities.
 - a. Attendance.
 - b. Student records.
 - c. Managing activities accounts
 - d. Answering phones.
 - e. Assisting in updating website and social media, including the reader board.
 - f. Relaying messages.
 - g. Perform other job-related duties as assigned by principal.

AN AFFIRMATIVE ACTION / EQUAL OPPORTUNITY EMPLOYER This employer does not knowingly discriminate on the basis of race, color, religion, sex, sexual orientation, age, disability, or national origin.