

South Fayette Township School District

3680 Old Oakdale Road
McDonald, PA 15057
(412) 221-4542; Fax (724) 693-2883
www.southfayette.org

Job Description

TITLE: Administrative Assistant-Elementary

REPORTS TO: Building Principal

JOB GOALS:

To positively welcome all visitors to the office and those who call the School District. Also, to provide the secretarial, clerical, public relations and technology needs related to the Elementary School, and other District areas as needed.

QUALIFICATIONS:

1. High School Diploma or equivalent required; college or higher education preferred.
2. Strong interpersonal and communication skills
3. Excellent clerical and computer technology skills, including proficiency in Microsoft Word, Excel and e-mail
4. Pleasant and pleasing personality
5. Ability to keep information confidential
6. Ability to multi-task and work in an environment with many interruptions and manage stress effectively
7. Ability to work cooperatively and collaboratively with others
8. Computational and business skills necessary to review financial data

PERFORMANCE RESPONSIBILITIES:

This function will have been satisfactorily performed when the receptionist:

1. Ensures that the reception desk is manned from 8:15 a.m. until 4:15 p.m. by coordinating with the building secretaries
2. Answer phone/parent questions or concerns
3. Greets all visitors to the elementary building in a positive, kind, and caring manner
4. Scans visitor identification before entrance to building.
5. Is familiar with parents/guardians/students and each student's parents/guardians authorized student pickup
6. Has knowledge of all custody issues; updates custody binders as needed; discusses/monitors custody issues with guidance counselor

7. Directs visitors who do not have an appointment to the office
8. Collects and distributes items that are dropped off for students
9. Maintains a log of visitors
10. Registers visitors with an appointment and gives them a visitor's badge using "Raptor."
11. Informs visitors when it is time for their appointment
12. Observes the traffic in the hallways and assures that people in the hallways are registered visitors, employees or students
13. Dismisses individual students to parents for pick up during the school day
14. Assures that visitors exit through the front door of the elementary building
15. Monitors the cameras for activity in the hallways and exits
16. Is familiar with teacher/class schedules and distributes items dropped off by parents so there is little disruption to the classroom
17. Is aware of school activities taking place on campus so parents/visitors can be directed to the proper location
18. Monitors traffic/parking in front of the school at all times
19. Communicates with the playground monitors
20. Dismisses students to waiting busses at the end of the school day
21. Answers phone calls received when the Principals' Assistants are not available
22. Handles all attendance duties including but not limited to: signing in tardy students and collecting excuses; entering all excuses into PowerSchool; filing all excuses; preparing and sending out all attendance letters; filing magistrate papers for all attendance issues; gathering all necessary records needed for magistrate hearings; keeping record of students with attendance issues to report to guidance/school psychologist (i.e. students who are eligible for homebound instruction); entering all tardy/early dismissal information into PowerSchool; approve/enter all educational trip forms into PowerSchool; printing daily attendance report for nurse
23. Updates the marquee with current information
24. Performs other duties as assigned

MORNING DUTIES (DAILY)

- Greeting students who are dropping off absentee notes, notes to take another bus, notes to be picked up at the end of the day and notes of early dismissals
- Confirms and writes bus pass information
- Assists students with behavior issues on bus
- Creates daily spreadsheet and email to teachers and transportation in regards to children that will be picked up at end of day. Print off hard copy and deliver to any substitute teacher who cannot access email
- Coordinates homework pick-up for absent students between parents and teachers

END OF DAY DUTIES (DAILY)

- Works with teachers and Extended Day Services on a daily basis concerning issues with children staying for Extended Day - contacts parents when it is questionable - confirms why a child did not go to Extended Day on their scheduled day ex: child absent, child went home sick, child when home with friend on different bus etc....
- Maintains contact with transportation - contacts parents if child misses bus

STUDENT DIRECTORY (YEARLY)

- Downloads and format all data to create directory order forms
- Collects all completed order forms, monies and record payments
- Sorts all forms and create Excel sheet of students who purchased directories
- Copies all checks and makes required deposits
- Sends sorted information to directory publisher
- Proofs directory
- Distributes directories

FIRE DRILLS (MONTHLY)

- Assists in timing the children exiting the building during fire drills and verifying all students are accounted for

COMMUNICATE AND ASSIST WITH PLAYGROUND MONITORS (DAILY)

- Assists in retrieving children off playground for early dismissal
- Contacts nurse for injured children
- Assists in contacting the proper authority in regards to: playground snow removal, mulching, playground equipment, bees, etc.
- Assists in monitoring weather for recess purposes
- Notifies teachers of any change in recess location

KINDERGARTEN REGISTRATION

- Helps prepare for and greet new parents for new kindergarten parent meeting
- Assists in scheduling incoming kindergarten students
- Fields phone calls from new parents about the kindergarten program

SUMMER RESPONSIBILITIES

- Changes each student's classroom assignment in PowerSchool
- Prepares class rosters for each teacher that includes: address, telephone numbers, parent names, birthdates and bus number
- Assists in inventorying and sorting incoming text books, supplies, etc.

TERMS OF EMPLOYMENT:

12-month position

Salary, work schedule and other conditions of employment are to be in accordance with the South Fayette School District salary schedule and applicable policies.

EVALUATION:

Performance of this job will be evaluated by the Building Principal and communicated to the Superintendent for review.