

**Wrightstown Community School District**  
**Building Administrative Assistant**  
(Job Description)

**Primary Objectives**

- To promote the vision, mission, beliefs and expectations of the Wrightstown Community School District
- Assist and support the Building Principal in day-to-day operations of the school
- Perform confidential, skilled office work calling for considerable individual judgment
- Present a positive image in contacts with students, parents, staff, and community
- Promote and encourage a positive school experience for students, parents, staff, and community

**Performance Responsibilities****➤ Communications**

- Function as the receptionist in greeting the parents, public, and staff in person and on the phone
- Maintain a positive attitude and sense of encouragement, enthusiasm and optimism when communicating with students, staff, and parents
- Uphold a high degree of confidentiality within and outside the school and work collegially with all staff members and the general public
- Serve as a resource and conduit of information for students, parents, staff, and community
- Gather and disseminate important information in a timely manner

**➤ Record Keeping**

- Maintain records of student admissions and transfers
- Keep attendance records and collaborate with Building Principals on attendance concerns and truancy follow up to parents
- Handle funds as may be required for the purpose of processing student fees, sale of products and special events

**➤ Information Management**

- Compile data from a variety of sources for the purposes of complying with financial, legal and/or administrative requirements
- Sort and classify incoming mail and other information for efficient disbursement to appropriate recipients
- Organize and prepare information for the purpose of documenting activities, providing reference material, and/or conveying information (e.g. calendar, newsletters, newspaper articles)

**➤ Planning**

- Coordinate assigned projects and/or activities (e.g. parent-teacher conferences, travel requirements, testing schedules, report card mailings, athletic contests, building athletics and activities, etc.) for the purpose of completing activities, managing building usage, and/or delivering services in a timely fashion
- Assist in securing substitutes for teachers, para-professionals, supervision, or in the event a staff member leaves during the work day
- Coordinate a variety of programs and/or activities for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines

**➤ Collaboration and Problem Solving**

- Assist appropriate staff in meeting students, staff and parent needs
- Administer first aid and medication to students under the direction of school nurse for the purpose of meeting immediate health care needs and making home contact in the absence of the school nurse
- Collaborate with other clerical support staff throughout the district

➤ Other Responsibilities

- Perform all other duties as the Building Principal, Superintendent, or Board may determine

**Qualifications**

- A high school diploma
- A minimum of an associate degree as an administrative assistant or a minimum of three years of previous successful work experience in a professional office environment
- Knowledge of the following tools and office equipment: personal computer, copy machine, telephone, district-specific software, email, EXCEL, WORD, Google platform of tools and apps
- Strong oral and written communication skills
- Strong human relations skills
- Ability to work independently
- Ability to prioritize tasks

**Reports To**

- Building Principal

**Evaluation**

- Annual written evaluation to be completed by the Building Principal.

*Adopted: 12/18/2013*

*Reviewed: 10/17/2018*

*Revised: 10/19/2022*