



## SECRETARY/ ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

### **Job Purpose:**

Provide administrative support and clerical duties to teachers and school administrators. Contribute to the daily operations, create a welcoming environment, and provide essential support to all members of the school community.

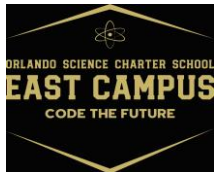
### **Qualifications:**

- Associate degree in office administration or a related field.
- 2 years of experience as an administrative support/secretary in a school setting is preferred.
- 2 years of experience in a secretarial or administrative role.
- Well-versed in using standard office equipment, including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records and reports.
- Strong organizational skills with attention to detail and process with frequent interruptions and resetting priorities.
- Knowledgeable in business telephone etiquette; and concepts of grammar and punctuation analytical skills, with a track record of developing actionable recommendations from quantitative data.
- Excellent communication and interpersonal skills, including the ability to communicate with diverse groups, and speak with employees, students' parents, and visitors.
- Excellent analytical and problem-solving abilities and skills.
- Able to work with minimal supervision and to stay calm in chaotic environments or situations.

### **Essential Functions:**

#### **Administrative support / Secretary function:**

- Greet parents, visitors, and callers and respond to their inquiries or direct them to the appropriate individuals accordingly.
- Answer vet and route all incoming calls, provide information to callers, and accurately document messages for all staff, or transfer calls to appropriate parties.
- Serve as the first line of communication when parents call or visit a school
- Perform general clerical functions such as scheduling, copying, faxing, and mailings.
- Perform clerical tasks for teaching staff and school administrators.
- Administer first aid and prescription medications to students to provide emergency or necessary care.
- Prepare written materials such as correspondence, agendas, meeting minutes, bulletins, and reports.
- Replies to inquiries from a wide variety of internal customers i.e. students employees and volunteers and external customers i.e. parents, visitors, and vendors
- Write, type, and circulate meeting notes, scheduled correspondence, or reports.



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- Discover and connect appropriate files to incoming communication demanding replies.
- Receive, record, and distribute incoming mail or other materials and answer routine letters.
- Make copies of correspondence or other printed material.

### **Data entry function**

- Collect data from a variety of sources such as but not limited to calendars, meetings, and attendance records to ensure compliance with administrative and legal requirements.
- Assist with the enrollment/withdrawal process as needed, by compiling and recording data.
- Enter, maintain, and retain data into databases.
- Maintain a range of computerized and manual records, files, and databases such as but not limited to information packets, rosters/listings, calendars, and outstanding supply orders to ensure the availability of reliable information and compliance
- Maintain, file, and recover school documents, records, and reports.
- Create and manage paper or electronic filing systems, record information, update paperwork, or maintain documents, such as attendance records, correspondence, or other material.

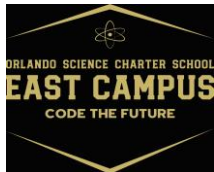
### **Attendance record function:**

- Serve as the school attendance clerk.
- Create and maintain computerized attendance sheets.
- Collect attendance records from teachers and parents regarding attendance issues such as illness or late arrival
- Manage the records attendance database and related information, such as truancy and tardiness.
- Work with students and their parents to resolve any issues or validate excused absences from school.
- Give passes to tardy students or who need to leave school during the day.
- Notify administrators, students, and parents regarding absence reports and possible disciplinary issues.
- Verify the information listed on doctors' and parents' notes.
- Employ appropriate software to retain and update student records according to the school's applicable policies.
- Arrange conferences, meetings, or travel reservations for school personnel.

### **Meetings and conferences**

- Attend meetings and record minutes as needed.
- Coordinate conferences, meetings, or special events, plan and coordinate catering for luncheons, board, and other meetings.
- Prepare, and organize agendas, and maintain scheduling and event calendars.
- Prepare conference or event materials, such as leaflets or invites.
- Schedule and confirm appointments with parents

### **Office Machine, equipment, and inventory Function**



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- Operate office equipment, such as printers, copiers, fax machines, or phone systems.
- To ensure a safe working environment and the availability of items when needed, shall maintain office equipment, tools, and work areas such as clean, load supplies, clear paper jams, and arrange for repairs when equipment glitches.
- Schedule maintenance of office equipment.
- Order and dispense supplies.
- Maintain the inventory of supplies and materials such as but not limited to stationery and office supplies.
- Use computers for different applications, such as database management or word processing.
- Learn to use new office technologies/equipment as they are developed and implemented.

**Perform any other duties and responsibilities as assigned by the principal or their designee**

### **Skills and Abilities:**

#### **Communication Skills:**

- Excellent written and verbal communication: Clearly communicate with students, parents, staff, and administrators through phone calls, emails, written notices, and announcements.
- Active listening: Pay close attention to inquiries and concerns, ask clarifying questions, and demonstrate understanding.
- Professionalism: Maintain a courteous and professional demeanor in all interactions.

#### **Organizational Skills:**

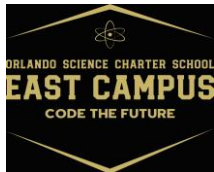
- Time management: Prioritize tasks effectively and manage a busy schedule with multiple deadlines.
- Attention to detail: Ensure accuracy in record-keeping, data entry, and other administrative tasks.
- Multitasking: Handle multiple tasks simultaneously and efficiently.

#### **Technical Skills:**

- Proficiency in office software: Master programs like word processing, spreadsheets, and databases for tasks like creating documents, maintaining student records, and preparing reports.
- Basic computer literacy: Navigate various school software applications and be comfortable using technology for daily tasks.

#### **Interpersonal Skills:**

- Teamwork: Collaborate effectively with teachers, administrators, and other staff members.
- Problem-solving: Identify solutions to issues calmly and efficiently.
- Positive attitude: Maintain a friendly and helpful demeanor that creates a welcoming school environment.



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### **Additional Abilities:**

- Discretion to maintain confidentiality of student and staff information.
- Adaptability to adjust to changing priorities and situations.
- Ability to learn new procedures and software quickly.

### **Knowledge:**

#### **School Operations:**

- Understanding of school policies and procedures: Knowledge of student registration processes, emergency protocols, school rules and expectations, and general school operations.  
School calendar and schedule: Familiarity with school holidays, testing schedules, and bell times.

#### **Record Keeping and Data Management:**

- Student information systems (SIS): Familiarity with the software used to manage student data, such as attendance, grades, and contact information.
- Data entry and record keeping: Ability to enter data accurately and maintain organized student files.
- Report generation: Basic knowledge of generating reports from student information systems, following school district procedures.

#### **Legal and Regulatory Requirements:**

- Student confidentiality: Adherence to FERPA (Family Educational Rights and Privacy Act) and other laws regarding student data privacy.
- Disability and accommodation laws: Basic awareness of laws like IDEA (Individuals with Disabilities Education Act) to ensure proper support for students with disabilities.

#### **Physical Requirements:**

- Sitting: A significant portion of the day will be spent sitting at a desk, working on computers, phones, and completing paperwork.
- Standing and Walking: There will be frequent need to stand and walk around the office to greet visitors, retrieve materials, interact with colleagues, or make copies.
- Light Lifting: Occasional lifting of light objects may be required, such as books, folders, binders, or boxes of supplies.
- Bending and Reaching: Bending and reaching may be necessary to access files, materials stored on shelves, or retrieve items from lower cabinets.
- Dexterity: Fine motor skills and hand-eye coordination are important for typing, operating various office equipment, and handling paperwork efficiently.
- Clear Vision: Good vision is essential for working with computer screens, reading documents, and maintaining accurate records.



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- **Hearing:** The ability to hear clearly is important for phone calls, in-person communication, and following instructions.

### **Equal Employment Opportunity**

Orlando Science Charter School K-8 is committed to providing equal employment opportunity and employs all qualified persons without regard to race, color, religion, age, sex, national origin, disability, or any other classification protected by the federal, state, or local laws.

**Job Description Disclaimer:** The duties and responsibilities described are not a comprehensive list and additional tasks may be assigned to the employee from time to time as necessitated by business demand.