

NOME PUBLIC SCHOOLS
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Administrative Assistant to the ACSA Principal/Migrant Program Coordinator

REPORTS TO:	ACSA Principal or Designee and Director of Federal Programs
JOB CLASSIFICATION:	Classified Employee
HOURS:	7.5 hours per day, 200 days per year
PAY:	Split 50% (\$20.82 - \$30.56) Range C of Classified Pay Scale (\$31.46 - \$46.05) Range I of Classified Pay Scale
BENEFITS:	Retirement, Health/Vision/Dental Insurance, Life Insurance

NATURE AND SCOPE OF JOB: The job of Administrative Assistant to the ACSA Principal was established for the purpose of assisting the Principal in the daily operation of Anvil City Science Academy as well as providing a wide variety of complex and confidential administrative and secretarial support. The Migrant Program Coordinator works with the Director of Federal Programs to recruit families for the program, provide operational support for migrant program activities and oversee, develop and implement programs that support the academic needs and growth of migratory students.

This position is an executive level support position requiring a high level of confidentiality, skills and organization.

ESSENTIAL FUNCTIONS:

- Monitors a variety of activities on behalf of assigned Administrator (e.g. Academic Policy Committee proceedings, stakeholder communication, meeting arrangements, account balances, website updates, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Prepares and processes a wide variety of complex written materials (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Schedules a wide variety of activities and sets priorities (e.g. appointments, conference schedules, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for special school initiatives or activities.
- Works as a migrant recruiter under the district's Title I-C program; reviewing pre-screening forms for potential eligibility, calling families to schedule interview appointments, conducting migrant interviews and completing the Title I-C Certificate of Eligibility, and entering information into the Migrant web system.
- Attends Migrant training as needed each year
- Initiates, coordinates and tracks programs that promote academic success of migratory students
 - Backpack supply program
 - Migrant Literacy Grant - books, literacy nights, Book Fairs
 - Migrant Swim Lessons
 - Migrant Preschool outreach
- Acts as the main contact for all migratory education programming and parent outreach
- Handles a wide variety of secretarial duties including, but not limited to:
 - maintain student files and update PowerSchools with student demographic data
 - prepare, collect, and organize enrollment paperwork
 - process students transfer and withdraw paperwork
 - print and mail progress reports and report cards
 - monitor and maintain up-to-date student immunization, TB, and vision/hearing records
 - complete special project reports as required by the State Department of Education
 - track discipline and suspension records
 - create purchase orders

- o keep records for student activity accounts
- Supports the ACSA Principal and staff and the Director of Federal Programs for the purpose of providing assistance with their functions and responsibilities.

Job Requirements: Minimum Qualifications:

The individual must be able to perform each essential job duty and responsibility satisfactorily. The following requirements are representative of the knowledge, skills, and/or other abilities needed to perform the job at a fully acceptable level.

Skills, Knowledge and Abilities

SKILLS are required to operate standard office equipment including pertinent software applications; plan and manage projects; prepare and maintain accurate records; and utilize delegated authority. Experience with Microsoft Word and Excel (or similar programs) is highly desirable.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percentages, and/or ratios; read technical information; compose a variety of documents; and analyze situations to define issues and draw conclusions.

ABILITY is required to gather, collate, and/or classify data; work with data utilizing defined but different processes; work with data of varied types and/or purposes; and utilize a variety of job-related equipment.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; monitoring budget expenditures; maintaining confidentiality regarding school business, having the ability to learn and utilize equipment and business applications especially as the same are upgraded, and perform duties in full compliance with all District and Board of Education policies.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent required. Training and/or experience working in office setting.

Nome School District is an Equal Employment Opportunity Employer