

**Policy GFBCB: Job Description: Administrative Assistant**

**Status:** DRAFT

**Original Adopted Date:** 06/21/1990 | **Last Reviewed Date:** 06/21/1990

**Job Description: Administrative Assistant**

**QUALIFICATIONS:**

1. Bachelor's Degree with Class A teaching certificate.
2. Enrolled in an approved program for AA certification in Educational Administration.
3. Two years teaching experience.
4. Such alternatives to the above qualifications as the Board of Education may find appropriate and acceptable.

**REPORTS TO:**

Principal

**JOB GOAL:**

To assist with the organizing and implementing of all supporting activities of the school.

**AREAS OF RESPONSIBILITIES:**

1. Discipline
2. Attendance
3. Student Supervision
4. Buildings and Grounds

**JOB DUTIES:**

1. To control student movement between classes.
2. To supervise students in cafeteria.
3. To assist the principal in the supervision of all extra-curricular activities.
4. To supervise maids and other workers to insure cleanliness of buildings and grounds during the school day.
5. To prepare a list of students absent each day and call the parents of these students.
6. To notify as soon as possible parents of any students who leave school without permission.
7. To assist teachers with discipline problems.

**TERMS OF EMPLOYMENT:**

Salary, length of contract, and work year to be established by the Board.

**EVALUATION:**

Performance in the position will be evaluated annually, by the Principal in accordance with the provisions of the Board's policy on evaluation.

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