

Adopted: 6/13/2016

School District of Turtle Lake

Administrative Assistant

Position Description School District of Turtle Lake

Job Title	Administrative Assistant
Qualifications	<ol style="list-style-type: none">1. High school diploma2. Proficient in typing, record keeping, filing, and knowledge of computers and software programs.3. Be able to communicate clearly and regularly to appropriate groups and individuals both orally and in written format.4. Good organization skills, in terms of establishing priorities and following directions, setting your work schedule, working independently, and meeting timelines.5. Be an effective member of a team.
Reports to:	Superintendent
Terms of Employment	Twelve-month position.
General Performance Responsibilities	<p>Administrative Support</p> <ol style="list-style-type: none">1. Perform administrative support functions for the general operation of the Superintendent's office, assume responsibility without direct supervision, and make decisions within the scope of assigned authority.2. Screen incoming correspondence, informational material, and phone calls; determine if the correspondence should be brought to the attention of the Superintendent, transferred to other personnel, or handled directly.3. Comply with the Department of Public Instruction's "Wisconsin Records Retention Schedule for School Districts".4. Make travel arrangements for the Superintendent including conference registrations and hotel reservations.5. Greet and serve those who come to the district office. <p>Board of Education</p> <ol style="list-style-type: none">1. Prepare an annual schedule of Regular Board of Education meetings.2. Prepare board meeting agendas, notice approved agendas per board policy, and post as required.3. Update BoardBook for monthly school board meetings.4. Record accurate minutes of Board of Education meetings.5. Coordinate the election process including publishing notices; ordering election supplies; producing ballots; preparing election packets for clerks of school district municipalities; administering the oath of office; preparing various forms; and participating in the canvassing of the election.6. Make travel arrangements for board members including conference registrations and hotel reservations.7. Publishes all legal notices concerning the district business.

8. Prepare and revise school district policies for board meetings.
9. Update WASB memberships annually.

State Reports

1. Collect and verify data, complete, and submit the following state reports:
2. PI-1562 Pupil Count report (3rd Friday, September and 2nd Friday, January)
3. WSLs/ISES
4. CWCS
5. CRDC
6. WISEid
7. Food Service Verification Report F10
8. Civil Rights Report and training

Open Enrollment

1. Coordinate the open enrollment process including maintenance of open enrollment transfers in OPAL.
2. Maintain an accurate open enrollment database of all open enrollment transfers; create queries and reports as requested.
3. Maintain Course Options records and invoices.

Food Service

1. **Post Food Service Receipts**
2. **Reconcile every month with the Food Service Manager.**
3. **Obtain bids for contracted Food Services by DPI guidelines.**
4. **Prepare and submit the annual contract to DPI for the food service program.**
5. **Prepare monthly/quarterly lunch and breakfast reimbursement claims.**
6. **Prepare the annual Food Service Report and submit it to the Food Service Company and DPI.**
7. **Food Service Reimbursement claims**
8. **Food Service Annual and Milk claim**
9. **Food Service Contracts including SFSP**

Office Management

1. **Greet visitors and ensure they sign in and take a visitor's badge.**
2. **Ensure students sign in and out as they leave and reenter the building.**
3. **Issue athletic passes to community members.**
4. **Assist when the building secretary is out of the office.**
5. **Assign lockers to students and maintain an accurate master combination list.**
6. **Be responsible for maintaining alumni records and transcripts, releasing transcripts, and making corrections and additions to transcripts on the computer database.**
7. **Assist in paperwork regarding new students or student withdrawals, (e.g., requests for student records from a transfer student's previous school, process requests for student records, and forward student records to the requesting school).**

	<ol style="list-style-type: none"> 8. Assist with student registration by making changes to student schedules, and/or class lists, printing new student schedules, and processing drop/add requests. 9. Maintain student food service records including E-Funds. 10. Order supplies for graduation, process programs and perform other duties regarding graduation and awards day. 11. Maintain entry and withdrawal records. 12. Enters and places all students who exit into the inactive files in the computer. 13. Maintains and forwards all student records. 14. Schedule new students. 15. Compile lists for military recruiters. 16. Prepare and announce the daily announcements. 17. Be responsible for keeping the web page information current and up to date (including announcements). 18. Serve as the CESA van contact. 19. Greet visitors and answer the telephone. Assign the phone calls to the appropriate person. 20. Schedule requested appointments for the principal and notify the principal of such appointments. 21. Be responsible for the accurate filing of school communications and forms. 22. Help create a pleasing office appearance and positive climate. 23. Assist with managing the secure entrance door during school hours. 24. Maintain confidentiality and adhere to the chain of command. 25. Answer the telephone and assign the call to the appropriate person. 26. Help create a pleasing office appearance and positive climate. 27. Manage the secure entrance door during school hours. 28. Maintain confidentiality and adhere to the chain of command. 29. Assist the guidance counselor.
<p>Other Assigned Responsibilities</p>	<ol style="list-style-type: none"> 1. Process free and reduced lunch claims. 2. Verify resident homeschooled students are enrolled in HOMER. 3. Coordinates with the Superintendent to promote the district. 4. Assist the Guidance Counselor with scholarships. 5. Assist with Skyward setup and maintenance. 6. Update and maintain the school security system. 7. Process applications, issue keys and maintain records for the fitness center. 8. Update and maintain the E-Funds system. 9. Updates the school district section of the school website including menus, employment opportunities, calendar, emergency closings, and latest news.

	<p>10. Issue and maintain the fob system.</p> <p>11. Assist the special education director, special education teachers, and school psychologists.</p> <p>12. Perform Notary Public duties per authorization granted by the state.</p> <p>13. Gather articles for the Campus Communicator.</p> <p>14. Attend conferences, workshops, and meetings to enhance skills and understandings necessary for job performance and as approved by the Superintendent.</p> <p>15. Provide backup assistance to the bookkeeper as needed.</p> <p>16. Maintains confidentiality and loyalty to the district.</p> <p>17. Update the school sign.</p> <p>18. Coordinate the Backpack program.</p> <p>19. Assist with the SOS program.</p> <p>20. Manage fitness center.</p> <p>21. Other duties as assigned by administration.</p>
Evaluation	Evaluation by the immediate supervisor will occur on an annual basis.