

# **SCHOOL DISTRICT OF LEVY COUNTY**

## **JOB DESCRIPTION**

### **ADMINISTRATIVE ASSISTANT, SCHOOL**

#### **QUALIFICATIONS:**

- (1) Master's Degree, preferred.
- (2) Certification as a teacher or educational leadership.
- (3) Three (3) years successful teaching or administrative assignment, preferred.
- (4) Such additional or alternative qualifications as the Board may find appropriate and acceptable.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

Knowledge of State statutes, Department of Education rules and School Board policies. Possess positive interpersonal skills essential to team building. Understanding of master scheduling. Competent skills in computers. Ability to monitor testing and analyze data.

#### **REPORTS TO:**

Principal

#### **JOB GOAL**

To assist the Principal in carrying out school-based duties and responsibilities.

#### **SUPERVISES:**

All school personnel.

#### **PERFORMANCE RESPONSIBILITIES:**

- \* (1) Serve as the person in charge in the Principal's absence.
- \* (2) Assist with the supervision of assigned tasks, including lunch room, detention, ISS, student drop-off / pick-up, study hall, playground, and extracurricular activities.
- \* (3) Assist the Principal with matters of discipline; attend hearings, conferences and maintain necessary records.
- \* (4) Conduct parent conferences in the Principal's absence.
- (5) Communicate problems and concerns from staff to Principal.
- \* (6) Monitor the attendance program; determine excused, unexcused, and permissible absences, tardies.
- (7) Revise and update the student handbook when assigned.
- (8) Serve as coordinator for special programs; such as testing, ESOL, and other assigned programs.
- \* (9) Assist the Principal in building the master schedule and with inputting information on the computer.
- (10) Provide assistance to students regarding scheduling, scholarship information, and related issues.
- \* (11) Assist with filling out ESE audit information.
- \* (12) Work with the Principal in implementing programs dealing with curriculum.
- (13) Assist the Principal with routine reports, textbook control and inventory.
- (14) Perform other incidental tasks consistent with the goals and objectives of this position.
- \* (15) Ability to work in a constant state of alertness and safe manner.

#### **PHYSICAL REQUIREMENTS:**

**ADMINISTRATIVE ASSISTANT, SCHOOL (Continued)**

Medium Work: Exerting up to 50 pounds of force occasionally, and/or up to 20 pounds of force frequently and/or up to 10 pounds of force as needed to move objects.

**TERMS OF EMPLOYMENT:**

Salary and benefits shall be paid consistent with the District's approved compensation plan.  
Length of the work year and hours of employment shall be those established by the District.

**EVALUATION:**

Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

\*Essential Performance Responsibilities

**Job Description Supplement Code 9  
Lane 8 of the Instructional Salary Schedule  
DOE Job Code 73028**

**Revised Board Approval ~~04/11/2017~~ 03/22/2022**