

MIDDLE SCHOOL ADMINISTRATIVE ASSISTANT JOB DESCRIPTION

The Middle School Administrative Assistant works closely with the Middle School Dean and the School Counselor. S/He supports them in all their administrative needs to ensure the smooth running of the Middle School and reports directly to the Middle School Dean. S/He is also available to assist parents, students and teachers.

Responsibilities

The Middle School Administrative Assistant acts as a receptionist, a first aid person and an assistant to the Middle School Dean and the School Counselor.

Under the general direction of the Dean and the Counselor, the Middle School Administrative Assistant performs clerical duties, including preparing correspondences, acting as registrar with Backbaud Education Edge database and managing projects as requested.

Duties

- Answering the door and the phone
- Directing phone calls in a proper manner; taking messages when necessary
- Tracking student absences and calling parents when students are not at school
- Sending outgoing mail and distributing incoming mail
- Keeping all biographical information on students and parents updated on Backbaud Education Edge database.
- Printing Progress Reports from Backbaud Education Edge database.
- Sending Progress Reports, class mailings, etc.
- Supplying and tracking internal forms
- Tracking paperwork required of all students, such as emergency medical forms and immunization forms
- Making sure all immunization requirements are met
- Updating ERB and French evaluation scores annually, on chart in computer
- Fulfilling transcript requests using Backbaud Education Edge database.
- Taking care of photocopier and stamp machine maintenance
- Taking inventory of emergency backpacks and their contents; ordering suppliers when necessary
- Maintaining medical inventory
- Administering first aid and/or CPR when necessary
- Creating schedules and class lists on Backbaud Education Edge database with information provided by the Dean
- Making field trip arrangements
- Coordinating events
- Editing as necessary
- Other duties upon request

Qualifications

A professional appearance and the ability to interact in a positive manner with staff, faculty, students and parents are key to the job. A working knowledge of computer (Mac experience a plus), including specific

familiarity with Internet and e-mail, Word, PowerPoint and Excel is necessary. An understanding of databases and if possible experience with Backbaud Education Edge database is important. The Middle School Administrative Assistant must have strong organizational, multi-tasking and interpersonal skills, and the ability to work under pressure both independently and within a team-oriented environment. Strong verbal and written communication skills both in French and in English are required.

The above statements describe the general nature and level of work being performed by individuals assigned to this classification. This is not intended to be an exhaustive list of all responsibilities and duties required of personnel so classified.