

## **EOP: Administrative Assistant to the Principal**

<b><u>Reports to:</u></b>	<b>Pinecrest High School Principal</b>
<b><u>Supervises:</u></b>	<b>None</b>
<b><u>Term of Employment:</u></b>	<b>12 months</b>
<b><u>Salary:</u></b>	<b>Office Support IV - 59</b>
<b><u>FLSA Exempt/Non-Exempt:</u></b>	<b>Non-Exempt</b>

- Qualifications:**
- **Associate degree preferred**
  - **Graduation from high school and any equivalent combination of training and experience which provides the required knowledge, skills, and abilities**
  - **School based experience preferred**
  - **Word processing, Excel, and Google Apps proficiency**

### **Essential Job Functions:**

- Exercises confidentiality concerning staffing, student and school matters at all times whether on or off campus
- Maintains an attitude of service, congeniality, assistance and support for all staff, the administration, students, parents and guests at all times whether in person, via telephone, email or texts
- Interacts professionally and appropriately with the public and district staff personnel in person, on the telephone as well as in email, correspondence and texts
- Responds to job-relevant questions from staff, the administration, students, parents or guests via telephone, email or texts
- Performs duties and responsibilities as prioritized by the Principal and/or administration
- Works with administration to complete assigned tasks regarding relevant aspects of job function
- Performs job duties and demonstrates sound decision-making in accordance with established policies and procedures
- Serves as the primary contact and liaison between Principal and faculty, staff, students, parents, district leaders and district personnel, media and the community
- Maintains the Principal's calendar and schedule accurately, as well as the school's main calendar of events; insures that after detailed communication between the Athletic Director, Performing Arts Departments, Academic Departments and Clubs as well as before and after Extracurricular Club Advisors that all events are on the school's main calendar without error or omission
- Addresses complaints/concerns from faculty, staff and the general public and communicates issues or refers complex issues to the appropriate person/personnel/administrator, but is not responsible for resolution of complaints/concerns or issues

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- Works with specific groups, committees, and organizations within the school or community to coordinate meetings and events and makes any necessary arrangements, in consultation with the Principal, as to date, location, time, attendees, notifications and prepares materials, as requested
- Is responsible for dissemination of school level staffing hires and resignations; works closely with district Human Resources personnel to provide complete and accurate HRMS forms along with the associated hiring paperwork after Principal approval and signatures are verified
- Keeps the Principal and administrators informed at all times regarding issues of concern/importance or urgency
- Utilizes current technology to complete tasks in a timely manner with accuracy
- Provides Notary Public services for students, staff and parents upon request
- Maintains the master HVAC system reports based on the needs listed on the school's main calendar
- Maintains basic spreadsheets as needed for job performance
- Serves as back-up to the Receptionist when asked to do so
- Serves as back-up to the Registrar when asked to do so
- Supports the postage meter needs from staff to include updating software or requesting postage as needed
- Prepares and routes to appropriate departments and/or personnel various reports, while maintaining and submitting maintenance work orders as directed by Principal or administration
- Maintains school staff and student accident forms for district-level reports as needed
- Related to Graduation, assists with senior diplomas, preparation, organization, accuracy and distribution and also assists the Board of Education members with ceremonial instructions and details leading up to and on the day of graduation
- Performs other duties and responsibilities as assigned and directed by the Principal and/or administration

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### **Physical and Cognitive Requirements:**

The major physical and cognitive requirements listed below are applicable to this job classification within Moore County Schools.

Work in this classification is considered **light physical work** requiring the exertion of up to 20 pounds of force occasionally and a negligible amount of force frequently or constantly to move objects.

Must be able to:

- prepare, read and comprehend a variety of job related forms, reports, spreadsheets, maps, plans, records, documentation and correspondence in all languages required by the job
- understand and conform to all rules of punctuation, grammar, diction and style
- speak to individuals or groups of people with poise, voice control and confidence
- respond adequately to inquiries or complaints
- write using standard convention in all languages required by the job
- apply principles of logical or scientific thinking to define problems, collect data, establish facts and draw valid conclusions
- apply common sense understanding to carry out instructions furnished in written, oral or diagrammatic form
- communicate effectively and efficiently in all languages required by the job using whatever communication device or system is required (telephone, Braille)
- use/interpret job related terminology, mathematical formulas and functions effectively and efficiently
- deal with people beyond giving and receiving instructions
- perform under stress, deal with persons acting under stress and adapt when confronted with emergency situations
- be sensitive to cultural differences among individuals and groups of persons
- operate a motor vehicle
- operate/use a variety of automated office machines and other office equipment
- operate/use a variety of printing/graphic arts machines
- operate/use a variety of audiovisual/electronic machines and devices
- operate/use a variety of communication machines/equipment/devices
- operate/use a variety of job specific machines/equipment