



### **Midlands Middle College Administrative Assistant - Job Description**

Midlands Middle College is seeking an individual to serve as an Administrative Assistant to the Principal and Administrative Team with the ability to be a team-player in supporting the success of students. This person must be able to manage multiple tasks at one time while maintaining composure and professionalism. A committed, hands-on, problem-solver will be a great fit.

Under regular supervision, the Administrative Assistant will be responsible for interacting with incoming stakeholders in all means of communication and connecting them with the appropriate staff members for task completion. The role will support the enrollment/withdrawal process, schedule meetings, assist with the collection and disbursement of student phones/devices, and other general office functions. This position is a full-time role working 7.5 hours a day, 230 days per year. Work hours are 8:00 AM to 4:00 PM (7.5 work hours with a 30 minute lunch). Summer hours differ. This position reports directly to the Principal of Midlands Middle College. Pay will be commensurate with experience.

#### **Essential Job Functions:**

- Receives, responds, and directs email communications, phone calls, and face-to-face interactions with stakeholders
- Powerschool Functions:
  - PS experience is a plus but a trainable person is also a great fit
  - Enrolls/Withdraws students in Powerschool
  - Runs reports
  - Assists with Parent/Student Login info
  - Report cards
  - Calendar functions
  - Grade finalization
  - PS Error corrections
- Scheduling of new enrollee meetings with admin team
- Textbook/Inventory management: Destiny is the system used for textbook inventory and we use an internal system for fixed asset inventory. These systems are not complex and training is present and available
- Medication: with training and systems, accepts approved medications from parents, documents, and allows access when directed.

- Technology ability: Google Suite for education, laptop/desktop knowledge, Power School, Destiny, general computer knowledge. Training is available but prior knowledge /experience with these systems or similar systems is a plus.
- Attends training, seminars and conferences, etc., as necessary to maintain and enhance job knowledge and skills
- Reports to the school Principal

### **General Job Functions**

- Is punctual and maintains regular attendance
- Has the ability to plan, organize and prioritize daily assignments and work activities
- Maintains a clean and orderly work environment
- Assists in upholding and enforcing school rules, administrative regulations, and board policies
- Keeps abreast of changes in school policies and students' needs and interests
- Performs routine administrative/office tasks as required, including but not limited to preparing reports and correspondences, copying and filing documents, answering the telephone, sending and receiving faxes and emails, entering and retrieving computer data, etc.
- Recognizes and follows the appropriate procedures in the "chain of command" as designated by board policies and/or administrative procedures
- Presents a positive image of Midlands Middle College at all times
- Willingly performs other related duties as assigned

### **Education and Experience**

Two years of experience in educational services or in a professional setting, or an equivalent combination of education, training and experience that provides the required knowledge, skills and abilities. Must possess a valid state driver's license. Post-secondary educational work is preferred.

### **Minimum qualifications or standards required to perform job functions:**

#### **Knowledge**

- Knowledge of the methods, policies, procedures and activities of Midlands Middle College which pertain to the specific duties and responsibilities of the position
- Knowledge of the records, forms and reports which must be prepared and maintained
- Knowledge of the laws, ordinances, standards and safety precautions pertaining to the specific duties of the position
- Knowledge of proper maintenance of equipment, materials and supplies used in daily activities
- Training is available in all systems and functions of the job.

#### **Skills/Effort**

- Ability to deal with people beyond giving and receiving instruction
- Ability to provide instruction to staff through explanation, demonstration and/or supervised practice
- Ability to operate general office equipment in the performance of daily activities
- Ability to effectively and professionally communicate activities of the job
- Maintains an enthusiastic, self-reliant and self-starting approach to meeting job functions

- Ability to follow oral and written instructions
- Strives to anticipate work to be accomplished and initiates proper and acceptable actions for the completion of work with a minimum of supervision and instruction

**Working Conditions**

- Conducts duties in a school environment
- Requires ability to work with all stakeholders in routine interactions and in tense/stressful times with an ability to de-escalate and triage needs.
- Physical demands include walking or standing and lifting/moving of items related to the job on a recurring basis
- Limited local travel is required; no overnight travel is required. Job requires the operation of standard office equipment

**Responsibility**

- Responsible for completing assigned work within the deadlines in accordance with directives, policy, standards and prescribed procedures
- Responsible for attending and remaining at work regularly and adheres to policies and procedures regarding attendance, absenteeism and tardiness, providing adequate notice to administration with respect to vacation time and leave requests

**DISCLAIMER STATEMENT**

This job description is not intended as an employment agreement or contract. Job duties may be altered at the discretion of the Principal at any time without notice.