



Administrative Assistant

The Administrative Assistant provides support to the school operations team by working closely with the front office staff in areas of student health, internal communication, student records, and external messaging. This full-time position serves as an integral member of the office support staff. This person must demonstrate the ability to prioritize tasks and adapt to the meet the needs of a fast-paced environment.

The Administrative Assistant reports directly to the Office Administrator.

Essential Duties and Responsibilities

- Serves as a health aide by administering 1st aid/ medications and contacting parents
- Supports attendance clerk to ensure accurate attendance
- Implements and communicates dress code and ID policy to all stakeholders
- Maintains accurate student records
- Maintains accurate internal calendar which includes performances, extra-curricular activities, and community events
- Provides standardized testing support to Vice Principal during state testing
- Plans, manages, and communicates teacher duty schedule
- Determines need for rainy day/excessive heat day schedule and notifies teachers/students
- Creates and distributes chaperone list for all school calendared events
- Posts daily announcements In Synergy
- Facilitates locker distribution and year-end check out
- Assists parents/students with in office purchase of Logo Gear
- Performs other duties as assigned by the Office Administrator to support efficient office operations

Minimum Qualifications

- High School diploma
- Minimum of 2 years college
- 1-2 years of prior related work experience
- Knowledge of:
 - Office practices, procedures, equipment, computers, telephone etiquette, and letter writing
- Proficient in computer skills (word, excel, Microsoft Office, & SIS)
- Have a valid IVP Fingerprint clearance card
- Have a valid CPR and First Aid certificate

Required Knowledge, Skills, and Personal Characteristics

- Performs routine-to-moderately complex clerical and/or secretarial work to ensure the efficient and effective office operations
- Maintains confidentiality
- Focuses on solutions and works well in team environment
- Possesses excellent interpersonal and communication skills



Administrative Assistant

- Demonstrates ability to remain professional in an environment with frequent interruptions
- Exhibits strong and ability to handle multiple projects to meet deadlines

Salary and Benefits: Commensurate with experience. Member of ASRS

Interested candidates should submit the following via email to jbledsoe@goasa.org

- Cover letter, Resume, three letters of reference, and the ASA Application for Employment found on our website.