

TITLE: Administrative Assistant to Pathway Program Director

QUALIFICATIONS:

1. High School diploma or equivalent.
2. Able to work well with people and appreciate a flexible environment.
3. High proficiency in keyboarding and word processing.
4. Previous training in secretarial/bookkeeping field is preferred.
5. A demonstrated aptitude for the work performed.
6. Health aid training/ C.P.R. and First Aid. Able to lift 50 pounds.
7. Such alternatives to the above qualifications as the Board may find appropriate and acceptable.

REPORTS TO: Pathway Program Director

PERFORMANCE RESPONSIBILITIES:

1. Prepare all written communication from the director to staff, students and parents.
2. Responsible for phone switchboard operation and monitoring and being of help to students, staff and others as they enter Pathways. Uses broad knowledge of all aspects of PTC mission, goals and programs to educate the public while answering questions or directing inquiries to appropriate staff.
3. Collect and prepare all student, staff and parent handbooks.
4. Prepare purchase orders and codes expenditures for district business office. Collect, tabulate, and distribute general supply and equipment orders.
5. Assist in monitoring and coordinating program director's appointments and schedule of activities.
6. Secure substitute employees for prearranged staff absences.
7. Maintain record of substitute employees and prepare forms for main office.
8. Responsible for credit checking, scheduling registration and testing.
9. Maintain textbook and equipment inventory.
10. Collect and prepare enrollment information for inter-district reports and state department requirements.
11. Assist in the preparation and coordination of school events such as open house, parent/teacher conferences, awards programs, field trips, etc.
12. Collect and prepare information for state reporting (MARSS).
13. Secures and maintains student records, compiles and updates class lists and student lists and completes annual attendance/membership reports.
14. Assist in coordination and processing of information, data and activities in respect to the Education District.
15. Work with school nurse in regard to health assistant responsibilities, distribute medications and monitor illness.
16. Assists with bus scheduling.
17. Maintain confidentiality as per mandated data privacy laws.
18. Other duties as assigned.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.

EVALUATION: Performance of this job will be evaluated annually in accordance with the provisions of the Board's policy on evaluation of non-certified personnel.