



WAUNAKEE

COMMUNITY SCHOOL DISTRICT

Job Description

Position Title: Administrative Assistant to the Building Principal / Associate Principal

Employee Group: Administrative Assistant

Classification: AA-L2

FLSA: Non exempt

Supervisory Responsibilities: None

Reports to: Building Principal

Qualifications:

1. High school diploma or equivalent (additional related training desirable but not required)
2. Advanced computer skills and ability to operate office equipment
3. Proficiency in oral and written communication skills and excellent customer service
4. Ability to assume responsibility, display initiative, think critically and exercise good judgment
5. CPR / First Aid Certification (will train if needed)

Preferred experience:

Job related experience in schools or public sector

Knowledge of software currently used in the district - Skyward, Google and Microsoft Suite

Additional training or education related to technology, accounting, or Skyward

General Responsibilities:

Serves as the first point of contact for families, staff, and students in school related matters and provides a wide range of administrative and clerical support to ensure efficient daily operations of the office and school. The role requires exceptional interpersonal, organizational, and communication skills, as well as discretion and professionalism in handling confidential and sensitive information.

Essential Functions: *Other duties may be assigned. This list is illustrative only and is not a comprehensive listing of all functions and tasks performed by incumbents.*

1. Serve as the building's primary office contact by greeting visitors, answering phones and messages, directing inquiries and providing accurate information regarding building schedules, functions or activities.
2. Organize and maintain a welcoming and efficient office that reflects positively on the district, including digital and paper workable filing systems with attention to accuracy and confidentiality.
3. Process financial transactions including requisitions, cash receipts, purchase orders, journal entries, and credit cards following all business services internal controls and procedures for financial practices.

4. Support office staff and administrators with a variety of administrative tasks, including correspondence, data entry, filing, photocopying, scanning, and document preparation.
5. Prepare, proofread, and distribute routine communications, newsletters, handbooks, notices, and building, district and state reports as directed.
6. Order supplies/ materials / equipment including any required bid purchases for the department.
7. Schedule and coordinate meetings, appointments, and special events for the principal. This includes compiling meeting materials, scheduling rooms, recording and preparing minutes, and following up on future agenda and action items.
8. Administer first aid to injured students and assist students who become ill in accordance with district policies and procedures. Prepare accident reports as required. Assist students with any communicable diseases and report cases to the nurse and families.
9. Provide coverage of the Health Office in the absence of the Health Assistant, including their breaks or lunch. Complete necessary or assigned health training, as directed by the nurse.
10. Work in conjunction with the substitute coordinator of the district to obtain substitutes for the building as necessary. Maintain an internal communication system for building coverage and approve submissions for substitute payment.
11. Receive, sort, and distribute incoming and outgoing mail and deliveries.
12. Assist with building registration for students and process student records.
13. Maintain confidential student records and databases in compliance with district policies and state/federal regulations.
14. Work closely with the principal and office staff to prioritize office functions and plan schedules to meet deadlines, recommending actions to improve operating procedures. Assist team members with the completion of major projects as they arise.
15. File reports with local, state and federal government agencies.

Other Functions

- Follows district policies and promotes a positive image of the District at all times.
- Properly handles confidential matters relating to students, staff, families and any other district-related issues.
- Perform other responsibilities as assigned by the building principal.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Knowledge, Skills, Abilities

Written and verbal communication in English; write reports and business correspondence.

Accurate data entry and numerical processing.

Read and interpret documents such as local, state or federal reporting forms, procedure manuals, financial documents and governmental regulations.

Ability to effectively present information and respond to questions from diverse groups of administrators, staff, contractors and applicants.

Add, subtract, and multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

Ability to apply common sense understanding to carry out instructions furnished in written, verbal, digital, or diagram form.

Ability to define problems, collect data, establish facts, and draw valid conclusions and deal with problems involving several abstract and concrete variables.

Ability to maintain good relationships with others. Good human relations skills.

Ability to use job-related equipment.

Adapt to changing work priorities with interruptions.

Ability to work independently.

Physical Demands

The usual and customary duties require the following physical demands: Work involves walking, sitting, standing, bending, twisting, turning, lifting, carrying, and reaching. Ability to lift, move and transport a variety of work related materials up to 10 pounds. Ability to sit for prolonged periods of time. Phone and computer use. Manual dexterity using fine and gross motor skills is necessary. Good vision and hearing with corrective devices, as needed. Specific vision abilities required by this job include close vision. Data entry and retrieval requires prolonged periods of standing or sitting and repetitive motion and mental processing are required.

Work Environment

The work is performed primarily in an office setting located in the school. The position involves frequent contact with the public and staff, resulting in consistent interruptions and a need for multitasking and flexibility. Despite the regular flow of visitors and phone calls, the overall noise level is generally low but can be disrupting at times. The employee must be able to maintain focus, professionalism, and accuracy in a setting that requires responsiveness and frequent shifting of attention.

Adopted: 4/22/91

Revised: March 1994
9/8/97
April 2002
October 2006
July 2012
October 2025