

# South Fayette Township School District

3680 Old Oakdale Road  
McDonald, PA 15057  
(412) 221-4542; Fax (724) 693-2883  
www.southfayette.org

## Job Description

- TITLE:** Administrative Assistant – Intermediate School
- REPORTS TO:** Intermediate School Building Principals
- RESPONSIBLE FOR:** Secretarial, clerical, and public relations functions, as well as maintaining a pleasant, positive office environment
- QUALIFICATIONS:** Proficient in technology skills, excellent communication skills, positive attitude, and well-developed organizational skills

### PERFORMANCE RESPONSIBILITIES:

1. Act as a receptionist to visitors, parents, and students in the school and greet them in a positive, pleasant manner before providing them with necessary information.
2. Communicate positively with faculty and other staff members in the building.
3. Answer the telephone and provide information or take messages for administrators, counselors and other school personnel when appropriate.
4. Reply to numerous emails throughout the day in a timely manner.
5. Accompany parents and students on school tours when a counselor or other personnel are not available.
6. Assist counselors and principals with evening programs regarding student schedules, orientations, etc.
7. Honor the confidentiality of the principal's office, counselor's office, and all other district personnel and students.
8. Construct and maintain the monthly building calendar, communicating with the building webmaster.
9. Prepare and maintain the annual building budget.
10. Place all orders for the school, including supplies for staff and students.
11. Submit requisitions and purchase orders as needed throughout the year.
12. Maintain all procurement card expenses and submit reports with receipts monthly.
13. Submit expense reports and receipts.
14. Collect, process, and submit payments to central office for all student obligations (e.g., field trips, laptop fees).
15. Utilize the Google Suite for email, documents, and spreadsheets.

16. Possess knowledge of and an ability to use Microsoft Office, including Word and Excel.
17. Utilize the copier, scanner, and fax machine as necessary throughout the day.
18. Make announcements, as needed, via the intercom system.
19. Screen all visitors to the building, logs or tracks all visitors' arrivals and departures and provides security ID badges according to school procedures.
20. Assist principals daily with substitutes' schedules, arranging classroom coverage when needed.
21. Oversee yearly school pictures for students and staff, including scheduling with photographer, coordination of yearbook with PTA, and finalization of class composites.
22. Monitor teacher submissions of flex, clerical, and professional development hours.
23. Utilize PowerSchool for multiple functions at the administration and counselor level.
24. Manage the student dismissal list including maintaining the parent pick up list, writing bus passes, and communicating dismissal plans with students and teachers.
25. Coordinate staff appreciation lunch, track and field day staff refreshments, and parent conferences potluck by placing orders, arranging payment, and assisting with setup.
26. Prepare building announcements for weekly distribution by the director of communication.
27. Compose content for the school's website and review website material, coordinating postings and revisions with the webmaster.
28. Assist principals with interviews by scheduling interviews, preparing materials, and arranging for student volunteers, as needed.
29. Notify the registrar of changes to families' contact information.
30. Submit events for the upcoming calendar year to administration for District calendar.
31. Communicate with families via School Messenger.
32. Maintain a digital calendar of appointments, meetings and conferences for building principals.
33. Handle correspondence and documents required for the counselor's office and official school business.
34. Maintain a regular filing system for school documentation and correspondence, as well as a set of locked, confidential files for school counselor and attendance matters.
35. Handle all functions related to mail.
36. Handle all District procedures related to student enrollments and withdrawals.
37. Obtain necessary information and coordinate the registration process for all new students. Follow all procedures for entering all office information for new students. Assign and implement, in concert with the principal and school counselor, class schedule for incoming students. Communicate with teachers concerning incoming students.
38. Process and maintain records of 45-day waivers for families who are new to the district and in the process of securing a home in the township.
39. Process requests for records received from other school districts and obtain records from previous schools for incoming students.
40. Create or modify staff members, courses, sections, and/or master schedules for each grade.
41. Enter into the computer every course and section for every student for the new school year. All schedules are input, changed as requested by administrators or the counselor, and maintained throughout the school year.
42. Maintain bell schedules for each grade, according to state guidelines, for state reporting.
43. Print Q4 report cards and prepare materials for mailing home.
44. Maintain student cumulative record folders including standardized test results and report cards.

45. Order supplies for all standardized testing throughout the year.
46. Assist with and document all required safety drills.
47. All other duties as assigned.

**TERMS OF EMPLOYMENT:**

12 month position

Salary, work schedule, and other conditions of employment are to be in accordance with the South Fayette School District salary schedule and applicable policies.

**EVALUATION:**

Performance of this job will be evaluated by the building principals and communicated to the Superintendent for review.