

# JOB DESCRIPTION

JOB TITLE: ADMINISTRATIVE ASSISTANT	REPORTS TO: ADMINISTRATIVE DIRECTOR
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## **Position Overview**

The Administrative Assistant is responsible for the organization and professionalism in the school's front office and reception area, with the goals of making the school a welcoming place for students, parents, and staff, attending to the Administrative Director's needs and of contributing to the overall success of teachers and students within Mountainville Academy's academic program.

## **Responsibilities and Duties:**

- **Records and Correspondence**
  - Draft correspondence, forms, reports, etc. as requested by the Administrative Director and other administrative staff
  - Oversee school calendar, scheduling, and appointments for administrative staff, and the school facility
  - Maintain personnel time records including leave requests, substitutes, and payroll reporting
  - Attend meetings with Administrative Director and take meeting minutes
  
- **Customer Service**
  - Answer incoming calls, take accurate messages, and transfer to appropriate staff
  - Coordinate substitutes with School Administration
  - Assist with the daily arrival and departure of students
  - Greet and assist students, parents and the general public
  - Assist with school events, as requested
  - Work with the Parent Organization
  - Coordinates information with school newspaper
  
- **Job-Related Conditions**
  - Maintain control in stressful situations
  - Manage Time with frequent interruptions
  - Extended computer time
  - Some lifting may be required

All primary roles and major responsibilities are listed. Additional duties and skills may be required for the job.