

**FIRST MESA ELEMENTARY SCHOOL**  
**Position Description**  
**Administrative Assistant**

**SUPERVISOR:** PRINCIPAL/CSA

**PROGRAM:** ADMINISTRATION

School Board Approval; 06/19/15

**Summary:**

Acts as a personal secretary to the Principal/CSA and Governing Board. Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Requires a good working knowledge of the organization, programs the School's policies and procedures.

**Tasks**

- Greets in a positive and respectful manner all individuals to FMES.
- Performs secretarial and clerical duties for the Principal/CSA and Governing Board, including scheduling appointments, processing incoming mail, faxing, mailing, copying, answering phones, and responding to inquires that do not require a decision of policy.
- Drafts reply to general inquires and prepare reports for Principal/CSA.
- Responsible for all clerical functions associated with school activities.
- Tactfully communicates unfavorable information to parents and resolve simple issues.
- Prepares responses to correspondence containing routine inquiries.
- Maintains individual training files and route training announcements and course opportunities to staff and School Board members.
- Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution.
- Serves as school board secretary; files and retrieves school and school board documents, records, and reports.
- Maintain hard copy and electronic filing system for Principal/CSA and FMES Board.
- Plans, coordinates events, conferences, meetings, school board meetings, facilities, speakers, and special purchasing.
- Responsible for advertising, production of flyers, brochures and correspondence to promote FMES.
- Interprets and applies Governing Board polices and regulations; administrative procedures; and federal, state, and local laws, as applicable.

- Coordinates communication between the Principal/CSA, the Governing Board, parents, students, educational institutions, vendors, service providers, the community, and other civic service organizations and the public.
- Prepares and coordinates Governing Board travel.
- Assists with the dissemination of information, collection of complaints, and requests for information, while adhering to applicable timelines.
- Takes and transcribes minutes, letters, and memoranda, including materials of a confidential nature as required by the position; prepares correspondence and memoranda independently.
- Other duties as assigned.

**Physical Effort:**

Work environment is generally within the school facility and grounds which require walking, sitting and bending. Lifting and carrying small objects on occasion is required. Must maintain excellent physical and mental health conditions.

**Qualification:**

- Years of Experience: 2 years successful experience in an area of recording keeping, office practices, and related functions.
- Education: High School Diploma or equivalent.  
2 years of higher education with a minimum of 60 college credits preferred.
- Other Qualifications: Highly skilled in word processing and spread sheet application.  
Experience with data input.  
Ability to establish and maintain an effective working relationship with supervisor, Governing Board, business professionals, staff, students, and the general public.  
Ability to prioritize multiple tasks and assignments.  
Indian preference in employment considered.

**Terms of employment:**

1. Full time 12 month contract. The Governing Board, per classified salary schedule will establish salary and contract.
2. Must have a valid Arizona Driver's License.
3. Suitability for employment must be established with an intensive background investigation.
4. School Board has the right to waive Indian Preference.