



La Tierra School Administrative Assistant

Job Description

(Updated 4/22/21)

REPORTS: To Director

DESCRIPTION

Assists the Director and Staff in the performance of responsibilities so that a safe and nurturing learning environment is made possible for all students. Performs general office duties and secretarial tasks of a confidential nature including, but not limited to producing letters, reports, memorandums, retrieving messages, answering phone calls, making photocopies, files, distributes mail, etc. Manages student information system and state reporting. Communicates in a positive and effective manner with staff, students, co-workers, parents and/or visitors. Protects and promotes school's mission.

MINIMUM EDUCATION, TRAINING, AND EXPERIENCE

High school graduate and three years of clerical/secretarial experience

OR

A.A. Degree in Secretarial Science and two years of clerical/secretarial experience.

Demonstrates proficiency in Microsoft Word, Excel, and Google suite platforms.

Demonstrates the ability to communicate effectively in English, both orally and in writing, using proper grammar, spelling, and vocabulary.

Holds a valid Arizona State fingerprint clearance card.

ESSENTIAL JOB FUNCTIONS

- Promotes positive relationships with parents, students, and public.
- Displays ethical and professional behavior in working with everyone who communicates or is associated with the office.
- Communicates in a positive and effective manner with staff, students, co-workers, parents and/or visitors.
- Performs general office duties and secretarial tasks of a confidential nature including, but not limited to producing letters, reports, memorandums, retrieving messages, answering phone calls, making photocopies, files, distributes mail, etc.
- Answers inquiries about school program and/or directs inquiries to the individuals who can answer them.
- Creates and maintain a clean, attractive, orderly, safe, and efficient office environment (including the main office space, and adjacent kitchen/common areas).

- Protects confidentiality of records and information about students and staff, and uses discretion when sharing any such information within legal confines.
- Assists in scheduling and coordinating vendors and general facilities maintenance.
- Assists in logistics for school-wide events during and after school hours.
- Assists with monitoring students for discipline purposes and contacts parents as needed to follow up or to assist in scheduling meetings as requested by Director and teachers.

Secretarial and Office Tasks:

- Opens office at 7:45am. Set up office, check voicemails and emails and direct or answer accordingly.
- Issues tardy pass to late students, ensure they are signed in the book by the parents, enter tardy times and codes into Synergy.
- Facilitates morning daily school-wide announcements with students.
- Prepares/collects weekly attendance sheets for classroom teachers. Reconcile all attendance for errors, file in records and send student data to AZED through Synergy SIS.
- Contacts parents regarding student absences by 10:00 am.
- Creates family directory.
- Updates school message board weekly for parents, list events and important information.
- Arranges field trips and manages field trips and driver packets.
- Manages student emergency cards.
- Calls for substitute teachers when needed with the help of director.
- Handles correspondence of the office, responding to routine requests for information, transcribing, word processing, and proofreading letters and email.
- Helps take care of student injuries and records incident, contacts parents if necessary.
- Creates Google groups for classroom communications.
- Provides clerical assistance to teachers, itinerant staff and/or parent organizations as requested.
- Coordinates a variety of school programs such as school pictures, vision and hearing screening, and other activities.
- Maintains office files and makes sure that documents are filled accordingly.
- Maintains weekly email with info for the week, reminders, events, digital calendars, flyers, etc.
- Performs monthly fire drill procedures and maintains monthly fire drills documentation.

Administrative Tasks:

- Requests new student records from previous schools, transfers records for students moving to other schools. Maintains students' withdrawal forms.
- Maintains students files ensuring all forms and documents are filed.
- Collects new student and re-enrollment forms.
- Uploads new ELA calendar, timetables and tracks to Synergy and to state.
- Prepares enrollment packets.
- Distributes and collects family income eligibility forms per state compliance and requirements.

- Maintains students immunizations data reports including IDRs and communicable disease reporting.
- Synergy data: Enters news students into Synergy including unique IDs following state compliance including SPED, AZELLA and free/reduced lunch programs.
- Synergy: Completes 40th, 100th day, BOY and EOY reporting.
- Synergy: Synchronizes data with AZEDS.
- Synergy data: Maintains absence and tardy entries including attendance sheets.
- Synergy data: Maintains all SPED program and dates.
- Synergy data: Enters students' vaccinations.
- Synergy data: Enters income eligibility codes for free/reduced lunch (NCLB).
- Synergy data: Checks code verification, syncs data weekly.
- Synergy data: Withdraws students from system, with proper code and dates per state requirements.
- Synergy data: Checks AZED on a regular basis between SM and AZED to ensure stat compliance.
- Receive all cash & checks & issue receipts for various parents, donations, grants checks, etc.
- Records all money received in receipt book as well as Google Sheets "Deposit Log" and keep organized for a weekly deposit to One AZ.
- Report cards: Sets-up layout; edit for grammar, spelling and vocabulary, and missing grades.
- Procures supplies and materials for the purpose of maintaining availability of required items both as needed and also as requested by staff
- Maintains records on after school clubs and aftercare.

Accounting/Finance

- Banking: Cash and check deposits, Paypal transfers, preparing deposit logs and submitting information to accountant
- Accounts Receivable: Collecting payment for activity fees, aftercare, extended day kindergarten fees, field trips, and other fees as they occur.
- Tax Credit - Maintains accurate reports for tax credits received annually.
- Assists with audit preparation
- Maintains school billing program ensuring updated contact/mailing information for families.
- Tracks non-payment of school fees and notify administrator of such per LTCS policy for non-payment