

**RIPON AREA SCHOOL DISTRICT**  
**Job Description**

- Department:** Administrative Assistant
- Job Title:** Administrative Assistant to Odyssey Academy of Virtual Learning Principal
- Education Level:** Minimum of high school diploma
- Reports to:** Odyssey Academy Principal
- Job Goal:** Provides the building principal with clerical assistance necessary to manage and operate the instructions and business functions of the school.

**Performance Responsibilities:**

1. Uses a variety of technology to generate letters, student records, reports, charts,
2. memos and monthly statements.
3. Prepare and maintains an inventory of records in a central storage area and ensures that all record management procedures of the building meet all legal requirements.
4. Maintain inventories, replenish stockroom supplies, and checks in all materials ordered on the budget for all staff members.
5. Maintain a regular filing system, as well as a set of locked confidential files and processes incoming correspondence as instructed.
6. Receive and delivers inter-office communications, prepares parcels for mailing and receives and distributes mail and materials.
7. Maintain a daily staff attendance log and the concomitant records for substitute teachers. Ensure that input data and files are entered as required in order to maintain staff and student records.
8. Comfort with current school-management software and able to: generate attendance reports and summaries; assist in monitoring accurate budget accounts (access to view, but not change); edit student records for 100% accuracy in family and emergency tabs; edit and transport student records in a timely manner; input student fee records and generate other related reports.
9. Operate multi-positioned telephone to relay incoming, outgoing and inter-office calls and answer questions of callers according to school policy.
10. Knowledge and skills to operate numerous facets of phone messenger including, but not limited to attendance and lunch accounts as well as weekly calls.
11. Assists at the counter, welcomes visitors and arranges for their comfort and screens unexpected callers in accordance with a predetermined policy.
12. Possess a professional, polite and friendly demeanor whether on the telephone, using email, or interacting face-to-face.

13. Uses proper and appropriate grammar in various modes of communication. 14. Proficient with technology; able to utilize computer software to create accurate, attractive and age-appropriate newsletters from the building.
14. Technological comfort to assist with updating the school web page.
15. Receive, route and issue timely announcements of upcoming events, deadline permits for community use of school facilities and work orders for the building.
16. Maintain confidentiality of all information concerning students, staff or parent/guardian in any public setting and chooses the appropriate time, place and supervisor to discuss problems.
17. Punctual with arrival, breaks and departure.
18. Perform those duties and tasks as may be appropriate for the smooth and efficient operation of the school as directed by the building principal.

**Other:**

1. Communicate a warm, caring and respectful atmosphere to visitors, staff and community members that focus on quality customer service.
2. Perform other duties as assigned.
3. Serves as a positive role model for students in how to conduct themselves as citizens and as responsible, intelligent human beings.
4. Will remain free of any alcohol or illegal substance in the workplace in compliance with Policy 3122 throughout his/her employment in the District.

**Specific Responsibilities:**

- Second and Third Friday counts
- Athletics/extracurriculars
- Field trip and activities
- Board Highlights
- Odyssey paperwork (approvals, permissions, etc)
- Maintain new/continuing records of all students; student cumulative files
- Requesting student records
- Recording allotment spending
- Answer Odyssey Phone
- IC Odyssey Calendar Setup
- Semester attendance Open Enrollment denial
- Curriculum/vendor orders for families- based upon submitted orders
- Updating website
- Creating forms and processes as needed
- Set up IC schedule and class rosters
- Create IC courses/teacher setup
- Update Student Handbook
- Mail report cards Open grading window, proofread report cards
- IC Messengers
- Monitors Odyssey emails
- Odyssey Newsletter
- Governance Board Minutes

- PK/KG Screening Promotion
- Process requisitions, order supplies, record
- Organize order process to ensure packing slips are received
- Assists Business Office and Coordinator with input of yearly budget, runs reports, and assembles and maintains budget records
- Odyssey Registration in July
- Prepares/submits semi monthly payroll

**Equipment Used:**

Computers

Copy Machine

Printer

Fax Machine/Scanner

Telephone

Paper Cutter

Voicemail

Calculator

**PHYSICAL DEMAND ADDENDUM**

**Administrative Assistant**

**PHYSICAL DEMANDS**

Walking.....	Frequently
Sitting/Standing.....	Frequently
Climbing.....	Occasionally
Crawling/Kneeling.....	Occasionally
Bending/Stooping/Crouching.....	Frequently
Twisting/Turning movement .....	Frequently
Reaching.....	Occasionally at/above shoulder height
Pulling/Pushing.....	Occasionally 10 pounds or more
Lifting.....	Occasionally 10 pounds or more
Carrying.....	Occasionally 10 pounds or more

Communication with students, staff, and the community; hearing must be within the range of normal human conversation. Verbal communication skills for interacting with students, families, staff, and the general public. Visual acuity to prepare and read reports. Have visual acuity and stamina to work at a computer monitor throughout the work day. Computer input and filing; manual dexterity for operating standard office equipment. Digital finger strength necessary to type on heavy setting. Lower body strength to stand and walk throughout the work day without fatigue or discomfort. Ability to climb ladder to reach heights that are ceiling high and use standard file cabinet in order to maintain records.

Work Environment: Subject to constant interruptions. Occasional exposure to loud noises. Ability to work in air-conditioned environment. Fast-paced environment. High level of activity. May be exposed to infectious disease.

This description is intended to indicate the kinds of tasks and levels of work difficulty that will be required of positions that will be given this title and shall not be construed as declaring what the specific duties and responsibilities of any particular position shall be. It is not intended to limit or in any way modify the right of any supervisor to assign, direct and control the work of employees under supervision. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind of difficulty.

I have read and understand this physical demand addendum and can fulfill the essential functions as listed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date