

**St. Michael –Albertville Public Schools  
JOB DESCRIPTION**

<b>JOB TITLE</b>	<b>DEPARTMENT/SECTION</b>	<b>SUPERVISOR</b>
Principal’s Administrative Assistant	Assigned School	Principal
<b>JOB SUMMARY:</b>		
Responsible for managing student enrollment data and registration, providing clerical support to the principal and managing office staff to ensure the efficient functioning of the school		
<b>QUALIFICATIONS:</b>		
High school diploma or equivalent (GED) and business college or previous equivalent secretarial experience (3-5 years) preferred. Must be proficient in word processing and be familiar with computer software (i.e. budget, accounting, and spreadsheet). Must possess strong organizational skills, written and verbal communication skills, and have ability to work with diverse groups of people.		
<b>TASK NO.</b>	<b>DESCRIPTION</b> WORK YEAR: 260 days	<b>FREQUENCY</b>

	Elem	Sec
1 Provide clerical support for the principal, assistant principal and office, including general maintenance of files, correspondence, daily announcements and publications	30%	40%
2 Maintain student enrollment and registration data including transfers and withdrawals, accurately enter data in TIES and assist with MARSS	30%	20%
3 Responsible for administrative and department on-line purchasing entries, tracking budgets for the principal and department heads, matching invoices and purchase orders and ensuring that materials have been received and invoices are released in a timely manner to the District Office Accounts Payable for processing	20%	20%
4 Responsible, with other office support staff, for receiving visitors and calls, answering questions and referring as necessary	10%	10%
5 Assist with securing substitutes and managing AESOP for teachers and support staff.	3%	3%

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6	Coordinate the purchase of office supplies, including computer and copy machine supplies, office supply inventory and equipment repair requests	3%	3%
7	Ensure accurate bank deposits and activity accounts	2%	2%
8	Attend meetings, workshops and training sessions as directed by supervisor	1%	1%
9	Perform other related duties as assigned	1%	1%

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SUPERVISOR'S APPROVAL

\_\_\_\_\_  
DATE

\_\_\_\_\_  
COMMITTEE'S APPROVAL

\_\_\_\_\_  
DATE