



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## Human Resources Department

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<b>Position Title:</b>	Administrative Assistant MS	<b>Location:</b>	Middle School
<b>Reports To:</b>	Principal	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	12 months	<b>Salary:</b>	see <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

- High school diploma or equivalent

### Certificates and Licensure Requirements

- IVP fingerprint clearance card through AZ Department of Public Safety

### Summary

- Under direction, the Principal's Administrative Assistant shall perform varied clerical and secretarial activities in the secondary school.
- This person shall be responsible for public relations and communication services for the Principal.
- This position requires a pleasant and positive personality and must be able to work cooperatively with staff and public.
- This person must be able to maintain a calm and efficient manner when circumstances surrounding the position may be disturbing.
- The Principal's Administrative Assistant must be discrete, loyal, and efficient, and must be able to maintain in the strictest confidence information and business that is shared with that position.

### Qualifications

- Ability to relate well with children, staff, and public.
- Ability to communicate effectively, orally and in writing.
- Demonstrated knowledge of office practices and procedures
- Appropriate business correspondence
- Filing
- Operation of routine office equipment
- Computer literacy
- Possess basic skills in accounting and reporting procedures.
- Demonstrated typing skills.
- Ability to work effectively without direct supervision.
- Basic transcription skills are highly desirable, but not necessary.
- Good health, physical stamina, fitness and vitality
- Personal qualities associated with good human and interpersonal relations.



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### Responsibilities and Requirements

- Conduct the office routine of that facility under the direction of the Principal.
- Make appointments and handle all correspondence for the Building Principal
- Supervise the distribution of mail and other communications directed to that facility.
- Supervise classified office personnel to affect a smooth and efficient operation.
- Under the supervision of the Principal, provide for effective control of all school keys.
- Keep accurate records of absences among both certified and classified personnel.
- Process payroll information to the District Office in a timely manner
- Assist in the orientation of all substitutes for that school.
- Prepare reports and inventories as required by the Building Principal
- Effect routine maintenance and minor repairs on office equipment
- Assist all tasks required for a smooth program of graduation: List of all graduates, male/female count; Comprehensive list of special awards; Order diplomas; check for accuracy in spelling and correct name; Order programs and tickets; Assist with rehearsals and have all needed materials on hand.
- Receive and inventory grade books and grade sheets from the teaching staff.
- Prepare budgets and purchase orders at the direction of the Building Principal
- Record all purchase orders as they arrive and distribute copies to the teachers involved.
- Set up grade/lesson plan books for the new school year.
- Be well informed and able to answer accurately any questions that arise from teachers, students and the public concerning campus events and education activities at that facility.
- Keep an accurate inventory of supplies and order replacements when needed.
- Assist in the development and maintenance of the school calendar.
- Be of assistance to other secretaries, teachers, and students whenever possible
- Responsible for performing those duties which protect the health and safety of students and employees.
- Perform other duties when assigned by the Building Principal

### Physical Demands and Work Environment

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds.

### EEOC

Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.