

Moencopi Day School

POSITION DESCRIPTION

TITLE:	Administrative Assistant
EMPLOYMENT:	12 Months (non-exempt)
SUPERVISOR:	Chief School Administrator
PRIMARY RESPONSIBILITY:	Provide administrative/clerical support to the Chief School Administrator, Board of Directors and ensure the efficiency of the school's main office.
ADHERENCE TO:	Hold a firm belief and commitment to MDS philosophy, vision and mission.

QUALIFICATIONS

- Required AA degree or equivalent of 60 credit hours in Office Management or other related field;
- 3 – 5 years experience in an administrative clerical position; ability to type 50 wpm with 3 or less errors;
- Excellent clerical skills and computer literate, extensive experience with Microsoft programs (i.e. WORD, EXCEL, WINDOWS) required;
- Experience and skills in the use of office equipment and machines such as, copiers, telephones, radio, calculators and dictating equipment;
- Knowledge and experience with office filing systems and data maintenance;
- Excellent organizational skills with ability to multi-task and address changing priorities and short timelines;
- Excellent communication skills, spoken, and written; personable with ability to relate to public, parents, students and staff;
- Ability to communicate and interact with a variety of staff and community members; good public relation skills a must;
- Provides Quality Customer Service;
- Required valid Drivers' License and First Aid/CPR Certificate;
- Must pass background check with Navajo Nation and/or Hopi Tribe, Arizona Department of Public Safety and Federal;
- Must in their background reference check, demonstrate successful, positive multi-year employment and performance of duties at each of the last three (3) employment positions.
- Hopi/Native American Preference;
- Excellent communication skills; ability to communicate and work well with staff, students, parents, and community.

PERFORMANCE RESPONSIBILITIES

- Provides administrative/secretarial support to the CSA and School Governing Board;
- Responsible for the overall front office operation, ensuring efficiency and accountability; acts as receptionist, receives visitors, responds to and monitors all incoming telephone calls, prepares outgoing mail and sorts incoming mail, receiving reports;
- Primary responsibilities include general office work, taking and transcribing dictation, typing, record keeping and maintenance of all central office files;

- Prepares minutes, agenda board packets and legal postings for all Board and Board Committee meetings, responsible for all arrangements relative to the monthly Board of Directors meetings;
- Maintains schedules and appointments of both the CSA and Board; arranges for training, conferences and other related travel.
- Assists in the preparation and submission of all required reports, documents, and correspondence.
- Assists in the development and dissemination of the yearly school calendar, monthly calendar and special notices to parents and community members.
- Assists in making travel arrangements for Education Field Trips;
- Prepares all travel arrangements for staff;
- Compose memorandum and correspondences for the CSA;
- Maintains Facilities Maximo system and ensure compliance with the BIE/BIA requirements;
- Will make collaborative efforts to assist in reaching school improvement goals.
- Will be in daily attendance of 90% or better on a monthly basis.

OTHER REQUIRED RESPONSIBILITIES

- Attends staff meetings and all required school in-service program activities and participate in School Committees;
- Serves on committees as requested;
- Supervises, plans for and provides work assignments to assigned administration/clerk assistants;
- Be responsible for own involvement as a contributing member involving group decisions and the development of a positive, cooperative building environment;
- Be responsible for following accountability procedures; knows and observes Board policies and regulation;
- Accounts for supplies inventory and school property inventory.
- Advises administration immediately of needed repairs, replacements and/unsafe building conditions;
- In the event of absence, contacts his/her immediate supervisor within the specific time to ensure coverage of work area;
- Performs other duties as assigned.

ACKNOWLEDGEMENT

By signing this, I acknowledge that I have read, understand and have discussed this position description with my supervisor. I understand the responsibilities of this position and am prepared to accept these responsibilities.

APPLICANT PRINT NAME _____ SIGNATURE _____ DATE _____

SUPERVISOR PRINT NAME _____ SIGNATURE _____ DATE _____