

Hotevilla Bacavi Community School
POSITION DESCRIPTION
Approved: March 13, 2026



TITLE: Administrative Assistant	EMPLOYMENT: 12 Months
CLASSIFICATION: Non-Exempt	CATEGORY: Administrative

GENERAL STATEMENT OF RESPONSIBILITY: Acts as a personal secretary to the Principal. Provides high-level administrative support by conducting research, preparing statistical reports, handling information requests, and performing clerical functions such as preparing correspondence, receiving visitors, arranging conference calls, and scheduling meetings. Oversee and maintains the NASIS program; serves as School Registrar and maintains all student files. Requires a good working knowledge of the organization, programs, the School's policies, procedures, views, and special interest particularly in regard to current issues in Indian education.

I. QUALIFICATIONS:

1. GED or High School Diploma
2. Computer Literacy
3. Must Have Arizona Driver License
4. Knowledge of administrative and clerical procedures
5. Knowledge of customer service principals and practice
6. Must have or obtain CPR and First Aid certification
7. Must pass criminal background checks by state, federal, and Hopi Tribe
8. As a minimum qualification, applicant's background checks must demonstrate successful, positive, multi-year employment and performance of duties at each of applicant's last 5 years of employment
9. Good verbal and written communication skills, ability to communicate with all students and staff

II. DUTIES AND RESPONSIBILITIES:

1. Provides office services by implementing administrative systems, procedures, and policies, and monitoring administrative projects
2. Provides administrative support to the Principal
3. Drafts replies to general inquiries and prepares reports for Principal
4. Responsible for all clerical functions associated with school activities and tactfully communicates negative information to parents and students
5. Follows school policies and procedures
6. Provides information by answering questions and requests
7. Prepare responses to correspondence containing routine inquiries
8. Read and analyze incoming memos, submissions, and reports to determine their significance and plan their distribution
9. Serves as school board secretary: files and retrieves school and school board documents, records, and reports. Will also participate in Executive Session with the Board.
10. Receipt, monitor and assist parents with student check out and check in procedures
11. Receives and reads incoming correspondence, reports, instructions, etc., and distributes appropriately
12. Checks student enrollment applications; checks student application for accuracy and clarity of information of student enrollment
13. Maintain hard copy and electronic filing system for Principal and HBCS Board

14. Prioritize and manage multiple projects simultaneously, and follow through on issues in a timely manner
15. Will make collaborative efforts to assist in reaching school improvement goals.
16. Will be in daily attendance of 90% or better on a monthly basis.

III. OTHER REQUIRED RESPONSIBILITIES

1. Attend staff meetings and all required school in-service program activities.
2. Be responsible for own involvement as contributing member, involving group decisions and the development of a positive, cooperative building environment.
3. Be responsible for following accountability procedures; know and observe Board policies and regulations.
4. Account for school and school property, as required.
5. Provide Quality Customer Service.
6. In the event of absence, contacts his/her immediate supervisor within the specific time ensure coverage of duty area.
7. Performs other duties as assigned by supervisor.

IV. SUPERVISION RECEIVED BY: Principal

CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Hotevilla Bacavi Community School Board functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: _____ DATE: _____
Employee

REVIEWED BY: _____ DATE: _____
Immediate Supervisor

APPROVED BY: _____ DATE: _____
Governing School Board