

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

Job Title: **Principals Assistant, High School**  
 Pay Program: **Classified Staff / Office Professional**  
 Reports to: **Principal**  
 Prepared/Revised Date: **January 2008**

FLSA Status: **Non-Exempt**  
 Pay Range: **Unit D; Grade 5**  
 Work Year: **12 months**  
**261 Days**

**SUMMARY:** Provide administrative assistance to principal, administrators, office and school staff and students by answering/screening phone calls, coordinating meetings and events, monitoring time and attendance, handling confidential information, receiving and responding to inquiries and requests, coordinate hiring process and personnel data, compile reports, managing building keys and security, managing and coordinating the activities of the office staff, managing crisis situations and preparing correspondence and other confidential written communication. Serve as a resource person and liaison between administrators and faculty, staff, students and the public.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Job Tasks Descriptions	Frequency	% of Time
1. Provide and coordinate clerical support activities for the principal, administrators and school staff by answering phones, preparing, designing, composing, typing, word processing and/or formatting correspondence, documents, handbooks, reports, newsletters, web site updates, agreements and programs, arrange for printing and distribution as appropriate, maintaining office machines. Maintain school master calendar. Process maintenance requisitions. Create vacancy notifications, set up interview schedule and committee materials, and follow through with recommendation to hire notification.	D	20%
2. Manage employee time and attendance. Complete and submit weekly Payroll. Process teacher Professional Leave Forms, obtaining coding and approval from the proper budget authority. Confirm daily employee absences for proper coding and input into payroll. Check in substitutes daily.	D	20%
3. Provide information and services to students, parents, guardians, staff and community as required or requested. Receive and respond to inquiries and concerns regarding the building and make information available to others as needed. Interface with parents, students, faculty, staff and the community with concerns, problem solving, disseminating information and public relations.	D	15%
4. Maintain the principal's calendar and schedule.	D	5%
5. Lead, coordinate and/or assist with the work of school support assistants.	D	5%
6. Run reports, issue assess codes for the parent portal through Infinite Campus.	D	5%
7. Coordinate and assist with meetings, activities, conferences, opening of school registration, functions, graduation and events including but not limited to coordinating dates, appointments, refreshments, creating and printing programs, flyers, agendas, minutes, etc.	W	10%
8. Coordinate and submit through Lawson, job requisition request, requests for hire, additional or decrease in FTE. Maintain personnel data and files. Maintain and update all personnel changes, including FTE change, resignations, terminations, leave of absence, transfers and retirements.	W	5%
9. Manage building keys and security alarm code.	W	5%
10. Coordinate Open Enrollment events and information. Includes tours and scheduling with prospective parents and students, the district and the school site.	A	5%
11. Perform other duties as assigned.	Ongoing	5%
	<b>TOTAL =</b>	<b>100%</b>

**EDUCATION AND RELATED WORK EXPERIENCE:**

- High school diploma or equivalent, plus specialized courses in computers, business and customer service.
- More than three years of experience in progressively responsible administrative assistance and secretarial experience.

BOULDER VALLEY SCHOOL DISTRICT  
CLASSIFIED STAFF JOB DESCRIPTION

**LICENSES, REGISTRATIONS or CERTIFICATIONS:**

- Criminal background check required for hire.

**TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:**

- Advanced oral and written communication skills.
- Advanced English language skills.
- Advanced interpersonal relations skills.
- Basic math and accounting skills.
- Advanced personal computer, keyboarding and word processing skills.
- Advanced customer service and public relations skills.
- Advanced critical thinking and problem solving skills.
- Advanced organizational skills.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple priorities.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to diffuse and manage volatile and stressful situations.

**MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:**

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word, Excel, PowerPoint, Access, Publisher, Outlook, FrontPage.
- Operating knowledge of and experience with typical office equipment, such as telephones, copier, fax machine, e-mail, etc.

**REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:**

	POSITION TITLE	JOB CODE
<b>Reports to:</b>	Principal	105

	POSITION TITLE	# of EMPLOYEES	JOB CODE
<b>Indirect reports:</b>	School Support Assistant		506
	Other classified staff		

- Responsible for assisting with interviewing, hiring and training employees; planning, assigning and directing work; assisting with appraising performance; assisting with rewarding and disciplining; and assisting with addressing complaints and resolving problems.
- This position acts as a technical resource for the district by serving as a resource for others including staff, parents, children and others regarding how the school handles various situations.

**SAFETY TO SELF AND OTHERS**

Wrist rest pad is required.

*The physical demands, work environment factors and mental functions described below are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**PHYSICAL DEMANDS:** While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; talk or hear. The employee is occasionally required to stand; walk, stoop, kneel, or crouch. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, and ability to adjust focus.

**WORK ENVIRONMENT:** The noise level in the work environment is usually moderate.

**MENTAL FUNCTIONS:** While performing the duties of this job, the employee is regularly required to compare, analyze, communicate, copy, coordinate, compute, use interpersonal skills, compile, instruct, evaluate and negotiate.