

BOULDER VALLEY SCHOOL DISTRICT
CLASSIFIED STAFF JOB DESCRIPTION

Job Title: **Principal Assistant, Middle 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: **11 months**
230 days

SUMMARY: Responsible for supporting the principal through document composition and editing. Monitor budget, expenditures and student activity funds as well as maintain records and databases. Serve as the resource person and liaison between the administrators, faculty, staff, parents 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. Answer phones, respond to emails; process and distribute mail; relieve receptionist and health room attendant as needed; submit maintenance requests; maintain office equipment; maintain building calendars; key inventory and distribution.	D	21%
2. Assist principle in troubleshooting, composing and editing documents and reports, maintaining calendar, place phone calls, record and transcribe meeting notes, process teacher evaluations, assist in coordinating school events, serve as resource person and building liaison with the public, maintain central filing system and database, maintain donation record and create donation report.	D	20%
3. Compile, compose, edit and distribute daily announcements.	D	4%
4. Assist principal in building the budget; reconcile monthly transaction sheets; prepare expenditure corrections, reports and deposit summaries; advise principal and assistant principal of account balances and issues; extra duty contracts.	W	11%
5. Manage and maintain activities accounts, reconcile bank statements; reconcile and make deposits; process checks; accounts receivable; manage individual accounts; maintain records and reports for sales tax; process credit card charges; advise principal of balances and issues.	W	9%
6. Maintain staff timesheets, professional leave forms and payroll records; prepare weekly payroll documents; resolve issues and submit payroll corrections; monitor sub system; liaison for sub office; submit event timesheets and contract for services.	W	9%
7. Maintain records, reimburse staff for expenditures, reconcile records and prepare reports for petty cash account.	W	5%
8. Order supplies, textbooks and materials for building, contact companies or individuals by phone for quotes and to resolve issues.	W	3%
9. Monitor database for accuracy, create job requisitions and recs for hire, prepare PS-12's, maintain staff files, process resignation letters, schedule interviews, new staff orientation.	W	3%
10. Act as building liaison for Pro Card, reconcile monthly statements for all building cardholders, maintain records, and transfer expenditures to proper accounts.	M	6%
11. Compose articles, create layout, edit content, and upload newsletter to website, update information and calendars, upload new documents, create new pages on the website.	M	4%
12. Compose and edit copy for packets for registration, organize, collate and mail packets, collect registration fees, reconcile receipts, registration spreadsheet and make deposits.	A	4%
13. Perform other duties as assigned.	Ongoing	1%
	TOTAL =	100%

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EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma, completion of G.E.D., or equivalent vocational school or short term courses in
- More than three years of experience in general office work.

LICENSES, REGISTRATIONS or CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Intermediate oral and written communication skills.
- Intermediate English language skills.
- Intermediate interpersonal relations skills.
- Intermediate math and accounting skills.
- Intermediate personal computer, keyboarding and word processing skills.
- Intermediate customer service and public relations skills.
- Basic critical thinking and problem solving skills.
- Basic 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.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- 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
Reports to:	Principal	

	POSITION TITLE	# of EMPLOYEES	JOB CODE
Direct reports:	This job has no direct supervisory responsibilities.		

- This position acts as a technical resource for the school by answering or directing questions to the correct personnel in the school.

SAFETY TO SELF AND OTHERS

Keyboard and mouse pads are recommended.
Ergonomic chair is recommended.

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 use hands to finger, handle, or feel; and hear. The employee frequently is required to talk. The employee is occasionally required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; 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 frequently required to compare, analyze, communicate, compute, evaluate, use interpersonal skills and compile. Occasionally required to copy, coordinate and negotiate.