

## Job Description

**Job Title:** Administrative Assistant

**Supervisor:** Principal

**Job Classification:** Exempt

**Pay Grade:** 41

**Contract Length:** 220 Days

### **Job Summary**

Under the direction of the Principal, the Administrative Assistant is responsible for assisting the school principal in the planning, organization, coordination, administration, and management of an assigned school's activities and programs, including curriculum, instruction, assessment and student conduct and attendance. Position assists with the supervision and evaluation of assigned staff, creating a safe environment, monitoring budget development and other duties associated with the successful operation of a school.

### **Essential Duties**

1. Coordinates and supervises the daily operation of the school's attendance program, security functions, transportation, in-school suspension, detention operations and works in cooperation with school board office administrators/supervisors who have division wide responsibility for these operations.
2. Works with school principal to establish a safe and secure learning environment for students and staff. Develops plans for emergency situations in collaboration with other administrators, staff and public safety agencies.
3. Assists in establishing and administering the school's student discipline.
4. Assists the school principal in ensuring that the school's policies and procedures related to student discipline referrals and discipline action plans meet state, federal, and division requirements.
5. Supervises and coordinates the preparation of student discipline review documents as required by School Board policy.
6. Conferences with parents/guardians of students concerning discipline, attendance, and student behavior.
7. Conferences with students referred for violations of the Rights and Responsibilities Handbook, administers disciplinary action as necessary, and notifies parents/guardians of action taken.
8. Provides staff development for the instructional staff and other assigned personnel regarding school security, effective discipline strategies and current knowledge of the school divisions adopted curriculum.
9. Supervises and evaluates the daily activities of assigned personnel.
10. Assists the school principal in establishing and sustaining relationships with the business community and other youth serving organizations to foster understanding and solicit support for students and their families.
11. Monitors halls, school grounds, and pupil movement to ensure a safe and orderly environment at the assigned school.
12. Attends and supervises after-school, evening, and weekend school sponsored events and activities as assigned.
13. Articulates and supports school safety initiatives to the faculty and school community.
14. Seeks ways to develop and sustain a climate of mutual respect between and among the students and adults who participate in the school.
15. Prepares related reports and records as required by the school division, local, state, or federal government.
16. Models nondiscriminatory practices in all activities.

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

### **Other Duties**

1. Stays informed of developments and research pertaining to safe and orderly schools.
2. Performs any other related duties as assigned by the Principal or other appropriate administrator.

### **Job Specifications**

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

accommodation may be made to enable individuals with disabilities, who are otherwise qualified, to perform the essential functions.

**Minimum Qualifications (Knowledge, Skills and/or Abilities Required)**

Must possess a Master’s degree and be eligible for a Virginia Postgraduate Professional License in administration and supervision. Must possess at least three years of successful experience as a teacher with some experience appropriate school level experience. Must demonstrate excellent classroom management skills and effective disciplinary strategies and techniques. Must possess a comprehensive knowledge of the current issues, principles, and practices in public school education and the ability to apply them to the needs of a school. Must possess knowledge and effective skills in curriculum development, instructional practices, interpretation of test data, and budget development. Must possess the ability to assist with administering and managing the operation of a secondary school. Must possess the ability to plan and supervise the work of others. Must possess the ability to establish and maintain effective working relationships with students, parents, staff, and the public.

**Working Conditions & Physical Requirements**

Must have the ability to sit and stand for extended periods of time; exhibit manual dexterity to dial a telephone, to enter data into a computer terminal; to see and read a computer screen and printed material with or without vision aids; hear and understand speech at normal classroom levels, outdoors and on the telephone; speak in audible tones so that others may understand clearly in normal classrooms, outdoors and on the telephone; physical agility to lift up to 25 pounds to shoulder height; to bend, to stoop, to sit on the floor, to climb stairs, to walk and to reach overhead.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Duties are normally performed in a school/classroom environment. The noise level in the work environment is usually moderate.

**Supervision Exercised:** Assigned Staff

**Supervision Received:** Principal

*This job description in no way states or implies that these are the only duties to be performed by this employee. The Administrative Assistant will be required to follow any other instructions and to perform any other related duties as assigned by the Principal or appropriate administrator. Newport News Public Schools reserves the right to update, revise or change this job description and related duties at any time.*

**Approvals:**

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Supervisor

Date

**I acknowledge that I have received and read this job description.**

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Employee Name (Print)

Signature

Date

05/2022 CR