



# NOTICE OF VACANCY

**Application Deadline: UNTIL FILLED**

Posting Date: July 8, 2019

**TITLE:** Administrative Assistant

**REPORTS TO:** Principal

**SUPERVISES:** N/A

**TERM:** 10 months

**JOB GOAL:** Provide personal administrative support to the building administration through conducting and organizing administrative duties and activities including receiving and handling information.

## **QUALIFICATIONS AND TRAINING:**

- Minimum of High School Diploma or GED
- Training or successful experience in computer skills desired.
- Physically able to perform assigned duties
- Acceptable criminal background check

**EVALUATION:** Performance of this job will be evaluated in accordance with provisions of the Board's policy on evaluation of personnel.

## **PERFORMANCE RESPONSIBILITIES:**

Job Description: Administrative assistant

1. Prepare and manage correspondence, reports and documents
2. Organize and coordinate meeting arrangements
3. Type letters and documents, when needed
4. Maintain schedules and calendars
5. Arrange and confirm appointments
6. Handle incoming mail and other material
7. Set up and maintain filing systems
8. Work with student management system
9. Communicate well verbally and in writing
10. Operate office equipment

11. Demonstrates ethical behavior and confidentiality of information about students in school environment and community.
12. Performs other duties as assigned by the principal or his/her designee.

**APPLICATION PROCEDURE:**

Please send resume to Toni Eubanks: [toni.eubanks@hcsk12.net](mailto:toni.eubanks@hcsk12.net)

Position is available until filled.

We do not discriminate on the basis of race, religion, national origin, color, sex, age, veteran status, or disability. It is our intention that all qualified applications be given equal opportunity and that selection decisions are based on job-related factors.