

Toka Nuwan Wayawa Tipi

Position Description

Title: Administrative Assistant/Classroom Assistant

Reports to: Superintendent

Minimum Requirements:

Education: Bachelors preferred, AA required

Experience: Experience working in a business/school setting. Computer proficiency in Microsoft Office.

Primary Function: To perform responsibilities for the administration and maintain a good working relationship with the Board of Education, all school personnel and the general public. Assist with middle school classroom.

Performance Responsibilities:

- Receptionist for Superintendent's office.
- Assists in maintaining files, records, Board of Education minutes, policy manuals and handbooks (may be electronic files).
- Provides hospitality and event assistance.
- Answers phones, direct incoming calls, or takes messages.
- Maintains Superintendents calendar.
- Prepares meeting materials such as agendas, copies, meeting locations, etc.
- Correspondence with Media as needed.
- Insures confidentiality in office operations.
- Performs other duties as assigned by the Administration Team.
- During a pandemic, all employees will be designated as essential staff. Employees may be assigned to duties that would be categorized under other job duties such as bus driver (suburban/mini bus), bus monitor (monitor students and/or deliver meals), kitchen assistant (help prepare meals), family outreach and/or other duties to keep the continuity of the school running smoothly

Middle School Math Classroom Assistant Duties

- Assists the superintendent in organizing the learning environment.
- Helps collect, organize, and file materials for units of work.
- Assists in the preparation of instructional materials.
- Works with individual small groups within the classroom setting as directed by superintendent.
- Assists the superintendent in maintaining confidentiality of students.
- Assists with the assessment of students (grades).
- Performs other duties as assigned by the superintendent.