| **Job Title:** | Principal Aide |
| --- | --- |
| **Supervisor:** | Site Administrator | **Location:** | All River Schools |
| **Authorized Hours:** | 5.5 hours per day, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 9 months | **Range:** | F, starting at $21.93, DOE |

# General Responsibilities

This position performs clerical support for the school, through independent performance of a variety of tasks with general directions. The general directions are defined by established procedure and include priorities of supervisor.

# Qualifications

**Education:** High School Diploma or GED and a minimum one year clerical experience.

**Experience:** Clerical experience may be substituted for post-secondary education on a year-for-year basis.

**Skills:** Working knowledge of computer systems, software as various office machines as required.

**Abilities:**

* Provide a full range of reception duties.
* Plan, organize and maintain filing system.
* Complete and produce documents, forms, applications, and correspondence utilizing word processing, spreadsheet, and other related software.
* Maintain files as required.
* Prepare purchase orders and/or change orders as required.
* Distribute purchase orders in prescribed manner.
* Maintain the confidentiality of the office.
* Maintain a friendly and professional atmosphere in the office and interactions with staff, parents and community.
* Monitor fixed assets

# Example of Duties

1. Prepare a variety of material, such as:  letters, student records, reports, memos, and monthly reports from rough draft or corrected copy.
2. Provide all staff with clerical assistance as directed by site administrator.
3. Maintain files as required.
4. Create purchase requisitions as required.
5. Assist with Food Service reports as requested by site administrator.
6. Receive purchase orders and submit invoices in prescribed manner.
7. Maintain student attendance, health, and permanent grade records.
8. Direct phone calls, written correspondence, and visiting guests to appropriate personnel.
9. Maintain adequate stocks of office and school supplies.
10. Prepare and submit classified staff timesheets to Payroll.
11. Prepare and submit certified staff reports to Payroll as requested by site administrator.
12. Collect required hire packet forms and review for completion before submitting to Human Resources.
13. Prepare and/or assist in the preparation of quarterly attendance; district, state, and federal program reports; and any other reports assigned by the site administrator.
14. Maintain the confidentiality of the office.
15. Monitor fixed assets.
16. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# Computer, printer, copier, fax machine

# Independent Decisions

Decisions of a routine, job-related nature.

# Primary Working Contacts

Daily contact with students, school staff and parents.

# Responsibility for Cash, Equipment, Safety

# May be responsible for school petty cash and its accountability.

# Supervision Received and Exercised

Receives daily assignments from the teacher or site administrator.

# Unusual Working Conditions

None

# Evaluation

# Annual written evaluation. Job performance is reviewed by site administrator.