

## **Administrative Assistant – Job Description**

### **Main Office Receptionist:**

- Answer doorbell
- Answer phone calls/take messages
- Check voicemail daily
  - To Dial out: Press Line 1 then # 1800-343-0816 Pin: 2656# Press 1 get messages, then 1 again to get voice messages. 1 to listen to the message again, 2 to save the message, 3 to delete the message.
- Visitor procedures
  - Each guest should come through the visitor entrance. They will ring the doorbell. Admin. Office picks up the phone, asks who it is, and grant entrance by pushing the green “push to exit” button on the wall. Guest enters, comes to office and signs in on the Visitor Sign-in sheet, located in the bin by the office door.
  - Maintain Visitor Sign In/Out Sheet. Print new one when necessary in Word Doc. Also found in files (top drawer) under “daily attendance” folder
- Maintain Student Sign In/Out Sheet. Print new one when necessary. Found in files (top drawer) under “daily attendance” folder.
  - When a student is leaving early, an adult must sign them out in the main office. Office administrator will buzz teacher to call student to the office for dismissal
- Create Call-Em-All broadcasts as directed. Go to call-em-all.com and log in: username: 2528173 Password: 0606 and create a broadcast using the prompted screens. Pick a name for the broadcast, time for call, and group contacts to add. \*The version of Call-Em-All we have currently only allows for call for up to 100 contacts.\* Then administrator records a message to go out to everyone.
- Monthly birthday lists should be posted around the school.
  - Each Month at a Corporate Chapel, birthdays should be highlighted.
- Monthly Fire drill and Completed Logs (Black notebook on Bookshelf behind desk)
  - Contact John Burke at Trinity Baptist Church
  - Print tracking sheet that details students present during fire drill for teachers using Excel Spreadsheets
  - Complete monthly drill/inspection report to put in Inspection Notebook
- Weekly Calendar Email
  - Weekly Calendar Updates (document in Word) should be sent to parents, grandparents, board members, and New City Staff on Fridays for the following weeks planning.
- Updated Gym Usage Schedule to be coordinated with Carrie at Trinity via email, then put in Google Docs and Shared with staff
- Inclement Weather Updates on WLOS system and create a Call em all. Instructions for WLOS on Google Drive PDF or by typing in WLOS Call System in email search bar. Go to WLOS website. Click the Weather tab and then “closings and delays”. To post a

delay/closing there's a sentence on this page that says: "If you want to report a closing for your school, and you have a closing code and password click here." click the link on the word "here" and then enter the user code and password found on the WLOS Call System PDF. and follow the instructions listed.

- Ordering
  - Supplies (as directed)
  - Graduation materials (as directed)
- Perform other tasks as required by Principal

### **Records:**

- Regularly update the following: Parent email addresses, phone numbers, and family address. Grandparent email addresses, phone numbers, and addresses. Board member email addresses, phone numbers, and addresses. This information should be stored in google sheets Family Directory, Student Rosters Sheets, and Gmail Contacts.
- Regularly update class rosters, student info, parent phone numbers, emails and addresses. Rosters should be printed in hard copy and given to teachers.
- Regularly update address labels for parents and board members kept in Word Doc.
- Update parent contact phone numbers in Call-Em-All
- Manage student withdrawals and records. Student records that have withdrawn should go in LOCKED file cabinet in back office. When sending records to new school, Mail COPIES and keep originals in locked file cabinet.

### **Parent Liaison:**

- Parent Teacher Conferences
  - Set up conferences for teachers in Google Sheets. This document should be shared with all teachers. Teachers should x out days/times they are not available. Administrator will email parents that conferences should be made at said days/times by phone call or email to the office. Office administrator fills in slots parents make conferences for teachers. If parent misses their conference time, the classroom teacher should contact and reschedule conference. Can meet via teleconference or phone.
- Update parent/student handbook each year. Distribute to parent body at covenant ceremony. Parent sign for handbook saying they received it.

### **Attendance:**

- Track attendance daily using excel spreadsheets
  - Print updated Attendance sheets in Excel for each new month for each grade.
  - Parents must write a note for children in order for their absences to be considered for excused. Excuses are considered by office administrator and Principal. If the student presents a doctor's note, the absences is excused. Just

because the parent writes an excuse for the child does not automatically guarantee an excused absence. Excused absences must ultimately be approved by the Principal.

- Tally attendance for report cards quarterly
  - Add up days present, days tardy, excused absences, and unexcused absences for each student. Give report for each student to teachers to add onto report cards each quarter.
- Print Tardy slips from word docs to be used each morning.
  - When a student is tardy an adult must accompany them into the building by ringing the doorbell and coming to the office to sign the student in. The student collects tardy slip with student name, date, time of arrival, and reason for being tardy to give to classroom teacher. This information is logged on attendance sheets in excel. \*It is considered an excused tardy if student presents a doctor's note.
  - Send emails/letters about excessive tardies
    - Office administrator sends letters home to parents of students with an excess of 10 or more tardies incurred over a semester. **3 tardies equals 1 unexcused absence. A student that incurs more than 20 unexcused absences, will have to appear before the Academic Review Board to consider whether they need to repeat their grade or if they can even return to New City the following year.**

### **Tuition:**

- Tuition payments/procedures
  - Collect tuition payments each week to put in locked desk drawer. Tuition is due on the 5<sup>th</sup> of each month. After the 10th a late fee of \$15.00 will occur. Persons responsible for paying tuition will submit money via envelope or plastic lunch bag, labelled with their child's/children's name(s), the parent or guardian name, the grade, the month(s) payment will be applied to, and the amount of money enclosed. Loose cash will **NOT** be accepted. All cash, money orders, and/or checks must be in a labelled envelope or plastic lunch bag. Also, we **cannot** make change for large bills in the office. **Bounced Checks will incur a \$10 bank fee and a \$15 handling fee for New City**
  - Track accounts using Excel Spreadsheets
- Send emails/letter for Tuition balances
  - If a family is unable to pay tuition by the 5th of the month, they incur a tuition balance. A letter should be sent home detailing the outstanding balance and the date it must be paid by. (See template in Word Doc: *Past Due Tuition Letter*)

### **Miscellaneous Projects:**

- At the beginning of each school year, print forms for parents, volunteers and staff to link their grocery store cards to support New City. Forms can be found on each store's website and can be sent home with students, passed out in drop-off lines and/or provided at Back to School Night.
  - Ingles Tools for Schools

- Harris Teeter Together in Education Program
- Box tops for Education
  - Give Box Top Sheets out to teachers periodically. Collect Box tops to give to give to box top designee weekly
- FACEBOOK: post pictures, videos, stories, etc. 2-3X per week
- Assist in planning of school programs
  - Pink Out Day
  - International Week
  - Spirit Week
  - St. Patrick's Day
  - Spring Dance
  - Admissions efforts (ex: open houses)

### **Admissions & Re-enrollment:**

- Update Admissions Packets (All Forms) K - 5th Grades.
- Update Re-enrollment Packets
- Update Recruitment letter in Word to send to local Preschools, Head Start Programs, Elementary Schools. Get addresses of said places.
- Oversee Opportunity Scholarship Program
  - Opportunity Scholarships are provided through the NCSEAA (NCSEAA= NC State Education Assistance Authority)
  - ALL rising Kindergartners and 1<sup>st</sup> graders may apply for the scholarship. New students transferring to New City from a public school may also apply.
  - The application period is usually February 1<sup>st</sup> – March 1<sup>st</sup>. *It is the job of the Administrative Assistant to remind/encourage current and prospective parents about OSP application deadlines.*

### **OSP STEPS:**

1. Parent applies for scholarship by visiting [www.ncseaa.edu](http://www.ncseaa.edu)
2. NCSEAA awards scholarship
3. NCCS call parents and notified that they have been approved but need to accept on their end
4. Parent accepts scholarship & notifies NCSEAA of school choice (New City)
5. NCSEAA sends recipient list to school
6. New City reports cost for each student to NCSEAA (via the school's online portal). The portal can be accessed here: (Recipient certification)
7. <https://www3.ncseaa.edu/cgi-bin/SCHOOLROSTER/NPRSIGNON.pgm>.
8. NCSEAA provides endorsement forms to New City
9. New City sends signed endorsement forms (signed by parent and Head of School) to NCSEAA via online portal
10. NCSEAA makes a direct deposit of funds to New City's bank account (2 times per year)

## **Summer Tasks:**

- Update Summer Task List in conjunction with the Principal and Operations Director
- Remind Chapel Committee to create updated Chapel Schedule during pre-planning
- Complete items on the Admin Summer Task List
- With admin team, look over the Bloodborne Pathogens (BBP) Plan (notebook at the school) and forms to be used if there is an incident of blood exposure. Principal needs to do a training session on BBP with all the staff that could possibly be exposed to a student's blood. Staff have to sign a piece of paper saying that they got the training and it has to be filed in the book.