

JEFFERSON COUNTY SCHOOL SYSTEM

JOB DESCRIPTION

- TITLE:** Administrative Aide
- QUALIFICATIONS:**
1. High school graduate or GED
 2. Proficiency in typing
 3. Skill in office procedures and operation of office machines
 4. Other qualifications, such as bookkeeping expertise, as may be deemed necessary by the principal
- REPORTS TO:** Principal or Principal's Designee
- JOB GOAL:** To ensure the smooth, efficient operation of the school office.
- PERFORMANCE RESPONSIBILITIES:**
(Principal assigns responsibilities from the list below and from his perceptions of additional need, and coordinates them with those of the school secretary.):
1. Performs customary office routines.
 2. Processes incoming correspondence.
 3. Receives and routes telephone calls.
 4. Assists teachers as directed by the principal.
 5. Maintains logs.
 6. Receipts funds from teachers and audits teachers receipt books.
 7. Post ledgers.
 8. Compiles reports.
 9. Checks on absentees.
 10. Staffs school office during duty days.

Job Description – Administrative Aide

Page 2

OTHER RESPONSIBILITIES:

1. Assume responsibility for acting as a representative of the Jefferson County Board of Education in the solution of problems.
2. Assume responsibility to perform any work which is assigned by the superintendent of schools and/or his representative, including the immediate supervisor.

TERMS:

Salary according to approved schedule
Nine months: 180 days; 6.5 hours daily, excluding half-hour lunch period.

EVALUATION:

According to Board policy.