

Core Educational Cooperative

Job Description and Requirements

Administrative Assistant

Requirements:

A. Educational Level

This position requires a high school diploma.

B. Physical Requirements

The position requires good physical skills in hand-eye/mind-eye coordination and hearing. Use of wrists, hands, and fingers in keyboarding and typing is required. The ability to effectively communicate verbally and in writing is required. At times the position will require carrying and lifting equipment, filing, stooping, sitting, standing, and walking. Possess the physical ability to perform all the essential functions and duties identified in the job description. The ability to drive a car is required.

C. Job Objective

Provide administrative support necessary for the efficient operation of the CORE Educational Cooperative. Coordinates and administers diverse office clerical functions, deciding the most appropriate methods and procedures to be used and the priorities of work assignments.

D. Other Requirements

Demonstrate skills in human relations, leadership, and conflict management. Demonstrate ability to work well with others. Organizational skills, good time management; flexibility, and ability to prioritize. Demonstrate competency with computers, use of word processing, spreadsheets, and data entry. Information management skills. Responsible and self-motivated. Good verbal and written communication skills.

Reports To:

Core Director

Essential Skills, Functions, and Duties:

1. Use effective office management procedures. General office skills to include typing, copying, filing, and management of all office equipment
2. Keep all correspondence, conversations, and records strictly confidential.
3. Managing the telephone system, answering general questions and directing calls
4. Greeting visitors to the office and referring them to the appropriate staff members.
5. Maintain, organize, and coordinate records of member districts when such records are stored at the cooperative.
6. Draft letters, reports, and memos. Editing, proofreading, and formatting documents.
7. Utilizes standard office equipment for recording, storing, retrieving, and presenting the information.
8. Handle incoming and outgoing mail, faxes, and deliveries.
9. Ensuring adequate office supplies are on hand. Expediting purchase requisitions for general purchases and services after such purchases are cleared by the Director and Business manager.
10. Following the required procedures for the destruction of records.
11. Taking and fulfilling publication requests and recording the information accurately on the database.
12. Manage Medicaid and 0-3 billing.
13. Assist the Virtual School Director and Assistant Director as assigned.
14. Administer and update the Core website.
15. Manage distribution and collection of materials for virtual school courses.
16. Manage PAR logs.
17. Provide support to the financial office as needed.

18. Providing other general office support and duties as needed on a day-to-day basis. Preparing and setting up the office for events such as trainings and board meetings. Perform basic cleaning of the office building (dusting, vacuuming, and ensuring bathrooms are cleaned).

I have read and understand this job description and can fulfill the essential functions as listed.

Signature Required

Date:

Print Name: