

Administrative Assistant

Crocker High School is an Exemplar Professional Learning Community that is seeking a dedicated and highly skilled Administrative Assistant. This position is responsible for assisting the High School Principal in the daily operation of the building by providing a wide variety of complex and confidential administrative and secretarial support.

Required Qualifications:

- **High School diploma or equivalent**
- **Experience processing accounts payable invoices, financial reconciliation and fiscal reports**
- **Responsible for basic clerical duties**
- **Demonstrate the ability to exercise independent judgment, prioritize tasks and work independently with a high degree of accuracy**
- **Demonstrate excellent skills in computer word processing, spreadsheets and databases. Proficiency in Google and the educational platform, Microsoft Office programs including Word, Excel, and PowerPoint.**
- **Demonstrate analytical and problem-solving skills.**
- **Ability to interact with students, parents, staff, and faculty in a gracious and tactful manner.**
- **Ability to maintain confidentiality always.**
- **Ability to work with others on multiple tasks as well as to work independently and to complete assignments with specified deadlines.**
- **Ability to handle multiple interruptions. Possess considerable knowledge of business English, general vocabulary, spelling, arithmetic, and modern office practices.**
- **Able to operate the various types of business machines and technology required for the position with accuracy**
- **Must be team oriented with excellent interpersonal and communication skills**
- **Must maintain a high level of ethical behavior and confidentiality of information as required by law**
- **Demonstrate the ability to meet and effectively deal with the general public in a courteous manner, Knowledge, understanding and demonstrated aptitude or competence in the performance responsibilities listed.**

Preferred Qualifications:

- **Knowledge of STI/ Chalkables student information systems and/or other student information systems.**
- **Administrative secretarial experience**

- **Performs other duties as assigned for the purpose of ensuring the efficient and effective functioning of the district. .**

Terms of Employment: 200 days as determined by Central office and the building Principal.