



PINELLAS PREPARATORY ACADEMY

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Major Function

To perform complex and diversified clerical and data related duties pertaining to the overall operation of the school. Will provide direct assistance to the Principal and other administrative and office staff to complete routine office and technical tasks. Functions are varied, may be technical in nature requiring familiarity with terminology used in specialized work and requiring application of independent judgment. Strong computer skills are essential. Work is performed under the general direction and is reviewed through observation and results obtained.

Duties and Responsibilities:

- Types and format letters, memoranda, forms, reports, newsletters, flyers, handbooks and other materials; composes and signs routine correspondence.
- Provide administrative support to the Principal, which may include filing, scheduling, correspondence, and other related duties.
- Receives makes and transfers telephone calls as appropriate.
- Answers inquiries and provides information which may involve interpretation of school policies and procedures.
- Maintains and independently researches and assembles information from files and records; prepares reports and summaries requiring specialized knowledge.
- Makes arrangements for meetings, conferences, appointments and administrative travel; prepares agendas and compiles/distributes appropriate materials.
- May be required to take and transcribe dictation and minutes at meetings.
- Maintains complex set of confidential school records, property files, financial records, and monthly reports.
- Utilizes computer for activities such as data entry, word processing, generation of reports, desktop publishing, communication, and scheduling.
- Assist with the daily attendance and lunch orders.
- Maintaining and interacting with online resources for communication and operations.
- Proof reading and updating of materials.
- Performs related work as assigned.

Minimum Qualifications:

Graduation from a standard high school or possession of a GED, and an Associates Degree from an accredited institution or at least one year of advanced secretarial experience. Must be proficient with Microsoft Word, Excel and Outlook and have a working knowledge of Publisher and Access as well as various online tools as well as have good communication skills and the ability to juggle multiple tasks at once. Able to type at least 40 words per minute.

Salary and Benefits:

Salary is set by the Board of Directors during the annual budgeting process. Time off is accrued at an initial rate of .042017 per hour worked. Benefits shall be paid monthly at a rate of 15.5% of the average pay received during the year. This is a 10-month position.