

POSITION DESCRIPTION

TITLE: Administrative Assistant to the Principal, Middle/High School

REPORTS TO: Principal, Middle/High School

MAJOR DUTIES:

- Reviews incoming mail, distributing routine matters to the appropriate departments and provides pertinent support material for all correspondence handled by the Principal.
- Regularly briefs the Principal on the status of current topics, projects and activities.
- Handles phone requests to the Principal's Office and takes action on those calls that do not require the Principal's immediate attention or approval.
- Serves as communications contact between the Principal's Office and other departments on campus.
- Drafts letters, memos and reports for the Principal's approval and/or signature.
- Use of PowerSchool for the following duties:
 - Inputs all MS/HS student and staff class schedules
 - Attendance records
 - Progress reports
 - Report cards
 - Transcripts
 - Discipline records
- Maintains correspondence and calendar for the Principal.
- Types reports and memorandums.
- Maintains required and appropriate student files, as well as general office files.
- Enters curriculum and student records into computer.
- Maintains weekly information for the payroll department
- Prepares requisitions and requests for the purchase of supplies and materials for instructional services.
- Maintains records, reports and requests for personal leave, professional leave and sick days for the instructional staff.

- Completes projects assigned by the Principal, which may involve research, analysis and/or coordination with other school departments or outside agencies.
- Assists in the coordination of all MS/HS events such as; school pictures, school assemblies, award ceremonies, senior activities and graduation
- Assists with scheduling and coordinating all MS/HS events such as parent teacher conference night and back to school night
- Safeguards the confidentiality of information and materials.
- Provides clerical support to the Athletic Director in various capacities as needed
- Provides clerical support to the Guidance Counselor in various capacities as needed
- All other duties as assigned by supervisor.

QUALIFICATIONS:

- High school graduate with at least five years executive administrative assistant experience. BA degree preferred.
- Knowledge of PowerSchool and IEP Direct preferred.
- Knowledge of Microsoft Office including Word, Excel, PowerPoint as well as Google Apps
- Excellent coordination and organizational skills.
- Excellent interpersonal skills.
- Excellent verbal and written skills.
- Fluency of American Sign Language and ability and willingness to improve

TO APPLY:

FAX Resume and cover letter to (914) 703-4004 or email to employment@nysd.net

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