



# Little Rock School District

## JOB DESCRIPTION

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**Position Title:** Administrative Assistant- Student Services

**Prepared Date:** 01/28/2022

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### **JOB GOAL:**

Provides secretarial services and assists in the assignment of students.

### **TERMS OF EMPLOYMENT:**

Twelve (12) month (245 days) contract, Pay 802 Grade 06, plus Benefits Package. NOTE: Precise placement within the salary range will be determined based upon education and experience. **FLSA: Non-Exempt**

### **QUALIFICATIONS:**

1. High School diploma required. At least 60 college hours are preferred.
2. Must have experience in data entry or other computer-related areas: Advanced computer skills, demonstrated knowledge of word processing and data processing skills.
3. Must have evidence of successful experience in dealing with the public and of a strong commitment to quality desegregated education.
4. Evidence of strong interpersonal and organizational skills including strong oral and written communication skills. Ability to deal with problems involving several concrete variables in standardized situations
5. Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals.

### **ESSENTIAL DUTIES & RESPONSIBILITIES:**

The following statements of duties and responsibilities are intended to describe the general nature and level of work being performed by individuals assigned to this position. These statements are not intended to be an exhaustive list of all duties and responsibilities required of all personnel within this position.

1. Performs general clerical duties: word processing, providing information to the public via telephone, front counter/customer services, etc.
2. Maintains the office budget.
3. Responsible for the preparation, maintenance, and submission of personnel time and attendance reports for all employees reporting to the Senior Director
4. Enters student information on the database for students registering in the Student Registration Office.
5. Processes Optional Enrollment Request Forms (OERFS).



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6. Provides information to the public regarding various school programs and options (walk-in requests).
7. Processes new student registration paperwork, assigns students, and notifies Transportation as necessary.
8. Makes alternative assignments for students who register at area schools and are unable to be assigned due to capacity or desegregation requirements.
9. Maintains student data files, waiting lists, an orderly neat workspace, etc.
10. Performs other duties as assigned.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the incumbent will possess the abilities or aptitudes to perform each duty successfully. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.

#### **Mental Functions, Physical Requirements, and Working Conditions:**

While performing the duties of this job, the employee is regularly required to sit, stand, walk, go up and down stairs, operate foot and hand controls, and use a telephone and write. Occasionally the employee must lift and/or move up to twenty (20) or more pounds. This position requires accurate perceiving of sound, near and far vision, depth perception, handling and working with educational materials and/or objects, and providing oral information. Must have the ability to work for the duration of the daily contracted time period, and to be physically present and at assigned work, with only infrequent unexcused absences, during the contract year. Additional technical skills, knowledge, and abilities may be recommended by immediate supervisor and approved by the Human Resources Director.