

HIGH SCHOOL ADMINISTRATIVE ASSISTANT

A rich tradition of excellence in academics, athletics, and the arts is woven into the culture of the Pelican Rapids schools. Our real world environment is embraced and celebrated in the district and community.

Pelican Rapids Public School district is financially strong and stable with state-of-the-art facilities including an activities center and fine arts auditorium with world-class acoustics.

Our highly qualified employees are very supportive and caring towards students and staff. We are looking for a dedicated and compassionate professional to provide our students with high quality education while supporting their individual strengths and growth.

DEPARTMENT

High School Office – Reports to PRHS Principal

CONTRACT LENGTH

12 Month Contract (flexible summer hours)

QUALIFICATIONS

1. Two or four year degree and/or 3+ years of experience working in an office setting.
2. Proficient telephone and computer skills including word processing, spreadsheets and email.
3. Excellent communication and organizational skills; bilingual preferred
4. Strong interpersonal skills
5. Detail oriented with the ability to maintain a high level of confidentiality and accuracy
6. Highly motivated with a positive attitude

JOB SUMMARY

Responsible for organizing and coordinating office operations and procedures in order to ensure effectiveness and efficiency. This position is subject to working at a computer for long periods of time, bending, or kneeling to assist students and access files.

The tasks listed below are an overview; duties and responsibilities are subject to change based on needs.


Reception	Field and direct phone calls, students, staff and guests as appropriate Receipt and delivery of messages Plan, coordinate and complete assignments without direct supervision
Student Records	Collect and enter annual enrollment information into Skyward (student information system) Request and send permanent student records for incoming and outgoing students Enroll new students and withdraw exiting students & maintain enrollment records Print and file final transcripts for graduating students
Data Entry	Work with MARSS coordinator to enter student data into Skyward in a timely manner with accuracy Compiles and enters data into Skyward (including student enrollment, scheduling, attendance, special education, transportation, ethnic status, lunch program, student validation)
Correspondence	Compose and rewrite routine correspondence, forms and handbooks Communicate changes in scheduling with substitutes
Supervision	Supervise student office aides and assign tasks for completion Supervise students in office for disciplinary reasons until administrative action can be taken Administer first aid or medications as needed
Skyward (SIS)	Scheduling with counselor Maintain calendars, setup grading periods & course lengths for new school year Print and distribute report cards for each grading period
Planning	Student Kick-off / Orientation Conferences Graduation


This position is open until filled. Please send resume and 2-3 letters of recommendation to:

Shari VerDorn

Human Resources & Payroll

Pelican Rapids Public Schools

 (218) 863-5910 Ext. 4162

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 <https://www.pelicanrapids.k12.mn.us>

Questions?

Doug Bruggeman

Dean of Students

Pelican Rapids Public Schools

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