



Answer phones, take accurate messages and screen/direct calls to the appropriate staff.  
Maintain inventory/supplies, facilitate and manage purchases for the departments.  
Assist with the placement of substitutes ensuring an accurate record in AESOP.  
Audit AESOP and Novatime and serve as the first line approver of data.  
Assist and answer questions for secretaries from various offices and schools.  
Assist with the maintenance of the Director of Fitness and Health and the Director of At ø Google calendat.  
Keep an organized filing system.  
Compose letters, memoranda and reports independently and accurately.  
Respond to public in a cordial, courteous manner.  
Operate computers, word processors, copiers and facsimile.  
Schedule conferences and programs as required including creating schedule, contacting all invited parties, preparing confirmation and distributing materials to all parties (teachers, specialists, parents, etc.).  
Coordinate travel itineraries.  
Maintains records and generate reports, as requested.  
Willingness to adjust to the changing needs of the departments, with the flexibility to meet those work needs and demands.  
Perform all other duties as assigned.

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The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk, and hear. The employee is frequently required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance and stoop.

The employee must lift and/or move up to 20 pounds. Specific vision abilities required by this job include the ability to adjust focus. The employee is required to have the cognitive ability and focus to manage multiple detailed tasks at once with frequent interruptions.

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The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Work is performed in an office environment. Majority of the work is performed in a moderately noisy environment with frequent interruptions.

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