

GREENWOOD SCHOOL  
9920 Regency Square Boulevard  
Jacksonville, Florida

---

---

POSITION DESCRIPTION

JOB TITLE: Administrative Support Assistant  
DEPARTMENT: Administration Support  
REPORTING TO: Office Manager  
DEPT. OF LABOR STATUS: Full Time, with Benefits; Non-Exempt

---

Requirements:

Five (5) years (minimum) administrative experience in an office environment, preferably a school (public or private).

Above-average computer skills, particularly with Office/Google word processing and spreadsheet programs, database management, and financial management programs.

Evidence of effective communication skills, leadership potential, organizational skills, relationship building.

Hold current CPR/First Aid certificate

Duties and Responsibilities (Direct and Supervisory):

- I. Coordinate and execute administrative support tasks as required/requested by Office Manager.
  - A. Paperwork
    1. Copy and distribute event notices, flyers, and/or communications/letters home as needed
    2. Maintain control of administrator inboxes and teacher inboxes
    3. Add information into current cum folders and scan prior cum folder records
  - B. Supplies
    1. Order and maintain all supplies for the school
    2. Order all paper products for the school
    3. Keep inventory of printer ink and distribute as requested

- C. Support visitor control and student assistance activities (Front Desk/Reception) as needed, to include (but not limited to):
    - 1. Visitor sign-in and control with the SchoolPass system
    - 2. Student assistance
    - 3. Telephone inquiries
    - 4. Email (“e-blast”) communications to families as requested
  - D. Hospitality, as needed:
    - 1. Acknowledge staff birthday with card and gift
    - 2. Acknowledge any staff or student needs with card and or flowers
    - 3. Manage, sort and distribute Schoolhouse Fare lunch program
- II. Support Administration with Special Events, as needed:
- A. Schedule school photo sessions, announce and advertise to families
  - B. Schedule school photo day and make up day with staff
  - C. Take orders for photos and distribute to students, faculty, staff
  - D. Schedule vision screening, scoliosis screening
  - E. Assist with other event(s) when requested
- III. Clinic
- 1. Assist students in clinic with daily medication, maintain prescription medication procedure
  - 2. Assist students when ill and follow school procedure when illness or injury
  - 3. Maintain and order clinic supplies
- IV. Data Base
- 1. Develop online data forms, email to parents and pull the information into the data base
  - 2. Keep student data base updated and forms current
  - 3. Responsible for daily student attendance reports
- V. Manage and maintain
- 1. Copy machines
  - 2. SchoolPass student dismissal system
  - 3. Data base management
  - 4. Mailing supplies
  - 5. Phone system