

**ADMINISTRATIVE ASSISTANT
COORDINATED SCHOOL HEALTH DIRECTOR**

JOB SUMMARY

Under general supervision, performs secretarial and clerical services to support the Coordinated School Health Director.

QUALIFICATIONS

- High school diploma (or GED)
- One year experience so that with appropriate training, service may be provided in the specific role for which employed
- Knowledge of typing, office machines, and computers
- Demonstrated proficiency in Microsoft Office (Word, Excel, and PowerPoint)
- Such alternatives to the above qualifications as the Director may find appropriate and acceptable

RESPONSIBILITIES/JOB DUTIES

- Report to Coordinated School Health (CSH) Director
- Receive telephone calls; screen, handle or refer routine calls as necessary; determine and collect information necessary to process calls
- Prepare correspondence, memorandums, reports, and other written correspondence as required
- Maintain and prepare various forms, reports, files and records as requested by the CSH Director
- Prepare requisitions for equipment and supplies; complete necessary documentation for payment
- Perform duties such as filing, typing, faxing, copying, etc., as necessary and requested
- Make reservations for staff development as needed
- Perform other duties as assigned by the CSH Director or Director of Schools