CEHS Main Office - Administrative Specialist

QUALIFICATIONS

Education/Certi?cation:

Associate degree or equivalent work experience. Hold a valid State of Maine Criminal History Records Check Approval.

Special Knowledge/Skills:

- Knowledge, understanding, and demonstrated aptitude or competence in the performance responsibilities listed below:
  - Ensuring security/safety of the building and its occupants
  - Strong organizational skills
  - Handle multiple projects professionally
  - Computer skills
  - Exercise independent judgement, prioritize tasks and work independently with a high degree of accuracy
  - Team oriented with excellent interpersonal and communication skills
  - Willing to participate in ongoing in-service training as requested
  - Maintain a high level of ethical behavior and con?dentiality of information as required by law

Experience:

Demonstrated aptitude or competence for successful ful?llments of assigned performance responsibilities.

REPORTS TO:

CEHS Principal & Co-Assistant Principals

JOB GOAL:

To assist the Principal & the Co-Assistant Principals with tasks necessary for the e?cient operation of the school.

PERFORMANCE RESPONSIBILITIES:

- Works in cooperation with all Administrative Specialists to act as the first line of defense, prioritizing the security and safety of the students, staff and visitors, and ensuring that only authorized individuals are allowed access into

the school building.

- Provide administrative specialist support
- Prepare all attendance reports for the Co-Assistant Principals
- Monitor the daily and per period attendance using PowerSchool
- Send daily skip reports to teachers and students
- Assign & monitor locker distribution
- Order & maintain the inventory of school supplies
- Maintain office equipment
- Assists faculty, parents, and students with questions and requests
- Create and send Daily Announcements to parents, students, and staff via the preferred platform
- Compile student attendance data via phone calls/message, email, eNote *(a PowerSchool customization)* & handwritten note collection
- Provide support for graduation committee tasks
- Maintain the main conference room schedule via Google Calendar
- Answers phone and respond to all requests by teachers, parents, and students
- Complete tardy and dismissal slips to students as needed
- Greet and assist all people entering the building
- Distribute incoming U.S. mail
- Perform other duties as assigned by the Principal & the Co-Assistant Principals

EQUIPMENT UTILIZATION:

Laptop computer, copier with printing, scan, and fax operations, mailing system machine, and other general office equipment

WORKING CONDITIONS

Mental Demands

Calculating, comparing, editing, problem-solving, evaluating, interpreting, organizing, consulting, analyzing, planning, designing, documenting, specifying, coordinating, implementing, and presenting

Physical Demands

Sitting, standing, climbing stairs, adjusting, connecting, lifting (up to 25lbs.), bending, keyboarding, pulling, pushing, carrying, writing, walking, operating equipment

Environmental Conditions

Inside, and comfortable working alone

TERMS OF EMPLOYMENT:

Wages and work year in accordance with negotiated collective bargaining agreement.

EVALUATION:

The basis of the evaluation will be the extent to which the performance responsibilities of the job are successfully handled and the extent to which yearly action plans and job goals are met. The principal will perform the evaluation.

NOTE:

The above job description re?ects the general requirements necessary to describe the principal functions or responsibilities of the job identi?ed and shall not be interpreted as a detailed description of all work requirements that may be inherent in the job, either at present or in the future.

School Board Approved:

March 13, 2007

Revised:

May 13, 2025

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