PCES Bookkeeper - Administrative Specialist

QUALIFICATIONS

Education/Certification:

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.
- Must possess strong organizational skills as well as the ability to handle multiple projects professionally.
- Demonstrated ability to exercise independent judgment, prioritize tasks, and work independently with a high degree of accuracy.
- Demonstrated computer skills.
- Must be team oriented with excellent interpersonal and communication skills.
- Must be willing to participate in ongoing in-service training as requested.
- Must maintain a high level of ethical behavior and confidentiality of information as required by law.

Experience:

Demonstrated aptitude or competence for successful fulfillment of assigned performance responsibilities.

REPORTS TO:

Pond Cove Principal and Assistant Principal

JOB GOAL:

To assist the School Administration with tasks necessary for the efficient operation of the school.

PERFORMANCE RESPONSIBILITIES:

I. 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.

II. Provides budgetary support to the Principal. Manages individual staff budgets, orders supplies, and manages all incoming deliveries. Tracks all expenditures, and communicates with staff when necessary regarding budgeting procedures. Handles all purchasing and invoices for Pond Cove, and works closely with the Business Office staff personally and via software program to process payments. Manages a school bank account. Assists staff with professional development procedures.

III. Jointly, provides secretarial support to the building administrators.

IV. Jointly, maintains all school records for five grades (K-4 and incoming Kindergarten from January to June), including physical cumulative files, electronic files, and administrative files.

V. Jointly, maintains class lists for each school year across multiple platforms.

VI. Jointly, updates school schedule and calendar as needed across multiple platforms.

VII. Jointly, coordinates and communicates dismissal of all students daily. Communicates with the transportation department regarding any relevant bus issues/updates during the day as well as to drivers en route by radio. Uses transportation software to track student location.

VIII. Jointly, works closely with Community Services to help facilitate their afterschool programs.

IX. Jointly, answers phones and responds to all requests by teachers, parents, and students.

X. Jointly, greets and assists all people entering the building.

XI. Jointly, assists teachers, staff, and administrators with technology, custodial, and maintenance requests, communicating with multiple departments as needed.

XII. Jointly, communicates with parents by multiple means (message app, phone, email) regarding daily student needs, school events, schedule updates, and any other necessary information.

XIII. When necessary, jointly acts as liaison between staff, parents, general public and the School Administration.

XIV. Jointly, records daily student attendance, following up with phone calls to parents, if necessary.

XV. Jointly, distributes interoffice and general mail.

XVI. Jointly, performs other duties as assigned by the School Administration.

EQUIPMENT USED:

Computer, printer, calculator, telephone, inter-school intercom, copy machine, laminator, and other pieces of general office equipment.

WORKING CONDITIONS:

Mental Demands:

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

Physical Demands:

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

Environmental Conditions:

Inside, working around moving objects, working alone.

TERMS OF EMPLOYMENT:

Salary 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 Pond Cove Principal will perform the evaluation.

NOTE:

The above job description reflects the general requirements necessary to describe the principal functions or responsibilities of the job identified 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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