

**Administrative Assistant
Lexington R-V School District
Lexington, MO 64067**

The Lexington R-V School District is seeking applicants for the position of High School Administrative Assistant to the Principal. This position is an 11 month position.

JOB SUMMARY: To manage the High School office while completing the necessary clerical tasks essential to assist the administrator with their responsibilities. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily and in a professional manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Process all in-coming and out-going correspondence.
- Maintain an accurate calendar.
- Be responsible for an accurate filing system of district records.
- Maintain employee attendance records (track vacation and sick leave).
- Post lunch deposits to staff and student accounts.
- Prepare bank deposits daily.
- Contact substitute teachers and prepare listing for building principal.
- Answer incoming calls in a professional manner.
- Maintain responsibility for the daily staff and student bulletin which includes announcements, etc.
- Maintain and monitor daily, monthly, and yearly student attendance records and reports.
- Maintain responsibility for operating the fax and copy machines, when needed, and perform needed copying services.
- Compiling and printing student grade reports.
- Perform other duties assigned by the principal.

The requirements listed below are representative of the knowledge, skill, and/or ability required for this position:

- A high school diploma.
- Two years of administrative assistant experience.
- Demonstrated proficiency in the use of the computer, and other clerical skills.
- The ability to work with the public in a warm and professional manner.
- This is not an exhaustive list of the duties performed by this position. Additional duties may be assigned.

The Lexington R-V School District is an equal opportunity employer. Extra Duty/Coaching assignments may be available at various levels. Benefits include: Board paid health insurance plan, vacation and paid sick/personal leave days. Candidates should complete an application online at <http://lexington.k12.mo.us> under Employment. The application should include a letter of interest, resume', at least 3 references, and a copy of transcripts. The employee will be required to complete a satisfactory criminal/abuse and neglect background check in accordance with state law and Board policy.

For additional information, please contact: Mrs. Carroll Meierer, Lexington R-V Central Office, at (660) 259-4369 or by email at cmeierer@lexington.k12.mo.us.

Lexington R-V School District Notice to Internal Candidates
Please submit letter of interest to Lexington R-V Central Office