



# ELEMENTARY ADMINISTRATIVE ASSISTANT

Earle School District  
Earle, Arkansas

## Job Details

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**Job ID:** 3994114

**Application Deadline:** Posted until Filled

**Posted:** August 4, 2022

**Starting Date:** Immediately

## Job Description

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The Earle Elementary School administrative assistant is primarily responsible for handling all clerical tasks in a school's office. The administrative assistant answers phones, files records, and greets visitors. In addition, the administrative assistant also reads and responds to mail and email from parents, students, teachers, administrators, and others. In addition, school administrative assistant records student attendance, handles student or teacher requests, and reports to the high school principal.

Applicants must submit a resume to the contact below and complete a classified employment application. To complete the application, please click on the link provided, download and print the application. Email completed application to the contact below.

**Position Type:** Full-time

**Positions Available:** 1

- Job Category: Support Staff > Administrative Assistant

## Job Requirements

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- **QUALIFICATIONS:**
  1. Associate degree preferred
  2. Experience working in a professional office setting
  3. Strong computer skills, with proficiency in Microsoft Office & Google Suite
  4. Able to operate personal computer, laptop computer, peripheral computer equipment, photocopier, fax machine, and other office equipment with a high degree of skill.
  5. Use a 10-key calculator and be highly accurate with numbers
  6. Highly motivated with strong organizational skills; able to coordinate multiple tasks simultaneously
  7. Self-starter; able to work independently
  8. Strong telephone and interpersonal communication skills

### ESSENTIAL JOB FUNCTIONS:

1. Type and/or draft letters of correspondence
2. Schedule appointments for the principal, as instructed
3. Answer phone, receive messages and respond to inquiries by staff, parents or patrons of the district.
4. Maintain a regular filing system, as well as a set of locked confidential files.
5. Obtain, gather and organize pertinent data as needed.

### OTHER JOB FUNCTIONS:

1. Maintain confidentially.
2. Attend meetings and training as directed.
3. Present and communicate in a professional manner.

4. Work additional hours or overtime as directed.
5. Other duties as assigned by supervisor.

To access the district salary schedule please go to this link: <http://www.earle.crsc.k12.ar.us/2020-21%20-%208.1%20CLASSIFIED%20PERSONNEL%20SALARY%20SCHEDULE.pdf>

#### EQUAL OPPORTUNITY EMPLOYER

Earle School District is committed to maintaining a work and learning environment free from discrimination on the basis of race, color, religion, national origin, pregnancy, gender identity, sexual orientation, marital/civil union status, ancestry, place of birth, age, citizenship status, veteran status, political affiliation, genetic information or disability, as defined and required by state and federal laws. Additionally, we prohibit retaliation against individuals who oppose such discrimination and harassment or who participate in an equal opportunity investigation.

- Associate degree preferred
- Citizenship, residency or work VISA in United States required

## Contact Information

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Kia Alston  
1401 3rd Street  
Earle, Arkansas 72331

Phone: 870-792-8486

*The content you submit, offer, contribute, attach, post, or display (each a "Submission") will viewed by other users of the service who may or may not be accurately representing who they are or who they represent. Do not include any sensitive data in your submissions. Any submission or any use or reliance on any content or materials posted via the service or obtained by you through the use of the service is at your own risk. "Sensitive data" for purposes of this section means social security or other government-issued identification numbers, medical or health information, account security information, individual financial account information, credit/debit/gift or other payment card information, account passwords, individual credit and income information or any other sensitive personal data as defined under applicable laws.*

**Learn more at <http://www.SchoolSpring.com/job?3994114>**