

## **Major Responsibilities for the Administrative Assistant**

Keep records/minutes of staff and principal council meetings

Place Orders

Office receptionist

Process ITBS Tests

Process schools' reports

Annual Progress Reports

Teacher Contracts

Small School Minder

Teacher Absence Records

Substitute Teacher Records

Monthly Submissions

Opening & Closing Reports

Department Correspondence

Process and maintain files and records

Prepare material and packets for Teacher Conventions and Inservices

Graduation & Diplomas

Process Three-way scholarships

Maintain records and correspondence for Education Day program and offerings

Maintain records for constituency churches contributions to schools

Correspondence with pastors and church clerks

School Evaluation Reports