



# **SAMPLE**

## **NAME OF YOUR SCHOOL SAA JOB DUTIES & RESPONSIBILITIES**

- ❖ **To Provide Administrative Support to School Principal**
  1. May compose Principal's correspondence
  2. May arrange or maintain appointments for the principal
  3. Performs all confidential clerical work
  4. May delegate non-confidential clerical work
  5. Answers or refers inquiries made by students, parents, staff and community members to appropriate person
  6. Screens principal's phone calls as needed
  7. Opens and routes school and US mail
  8. Greets visitors & customers
  9. Maintains Master Calendar
- ❖ **Provides orientation to new employees**
- ❖ **Makes sure that employee emergency cards are updated every year**
- ❖ **Creates a personnel folder for all employees**
- ❖ **SAA is usually the primary time reporter**
- ❖ **P-card holder and responsible for all clerical procedures related to the P-card**
- ❖ **Handles and maintains the Imprest Account with the approval of the responsible administrator**
- ❖ **Handles and maintains the Student Body and is responsible to make sure that policies and procedures are followed in reference to the Student Body**
- ❖ **May be required to assist the administrator with the clerical aspect of handling the school budgets**
- ❖ **Responsible for establishing a method to communicate the staff absences to the administrator to ensure class coverage**
- ❖ **Responsible to secure a substitute to cover any absent teacher as well as a clerical staff following the District's Policies and Procedures**
- ❖ **Responsible for all clerical duties in the office**
- ❖ **Responsible to make sure that Policies and Procedures in regards to student enrollment and cumulative records are followed by clerical staff**
- ❖ **SAA must set and provide clear expectations as well as job descriptions to all the clerical staff members**
- ❖ **SAA must review and approve all clerical schedules and resolve all schedule conflicts**
- ❖ **SAA is responsible for cross-training her staff to support the school as a whole**
- ❖ **Must have a back up time reporter at the location .**

