

# **The Mohawk Trail School System**

## **Mohawk Trail Regional School District | Hawlemont Regional School District**

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### **MOHAWK TRAIL REGIONAL SCHOOL DISTRICT**

#### **Mohawk Trail Regional School**

#### **Job description - Administrative Assistant to the Principal at MTRS**

##### **Managing Employee Paperwork**

- Process CORI/SORI requests promptly and maintain records to ensure that these are updated appropriately
- Manage timesheets, ensuring that they are received, reviewed, coded, and signed in time to give to Pam DuPree on a biweekly basis. This includes checking that substitute timesheets are accurate and properly coded.
- Tracking and assuring that benefits sheets are submitted appropriately.
- Process requests for workshops and professional development, providing staff with information about the process and following up with the paperwork for reimbursement as needed. When a request has been approved, provide confirmation to the staff person.

##### **Building Management**

- Coordinate requests for facilities use and school sponsored activities, processing paperwork and keeping everyone involved, including custodial staff, informed of uses of the building. Same can be said for auditorium use and cooking room use requests. In the case of facilities use, liaise with the requestor, communicate about needs, prepare confirmation paperwork, and oversee billing and collection as needed.

##### **Principal's Office**

- Stay informed of the Principal's schedule and school schedule to provide support and accurate information.
- Organize mail and other paperwork directed toward the Principal and keep them informed of deadlines, priorities, and considerations with paperwork.
- Support Principal with filing and organization of documents.
- Make copies and prepare mailings as requested by the Principal.
- Prepare documents and forms as requested by the Principal.
- Retain copies of relevant documents in an orderly filing system.
- Prepare and maintain staff end of year/ start of year key/ fob issue/ return

##### **Financial Management**

- Use current building software to manage the school budget
- Manage all stages of the school ordering process: create a form informing staff of parameters, processing requisitions, entering data into Budgetsense, creating purchase orders, following up on orders to companies to ensure arrival of materials, reviewing incoming orders and checking invoices. Where appropriate review and advise on appropriate options of suppliers, etc. Keep staff informed of status of orders and remaining funds in accounts.
- Coordinate budget and expenditure transfers as needed, being familiar with the overall budget, specific budget line uses, and constraints.

- Coordinate ordering of supplies for the Front Office, including all paper purchased for the school, making orders in a timely process and overseeing the use of these supplies, ensuring that paper and other necessary materials are maintained in supply.
- Track requests and budget expenditures with a well-organized filing process, following up at all stages of the process as necessary for efficient, accurate and timely processing of orders.
- Maintain ongoing familiarity with the budget and budget lines, and recommend options for the Principal.
- Maintain spreadsheets for all revolving fund accounts, including field trips, donations, tracking deposits, balances and dispersals. Report donations to Central Office.
- Consult with Central Office staff about procedures and protocols, maintain close ties with all staff of process paperwork and money matters.
- Process teacher discretionary requests and requests for reimbursement, providing information to teachers about this process and remaining funds.
- Maintain Staff Information in ASPEN, which includes entering, updating and deactivating staff as necessary

#### **Free and Reduced Lunch, Student Data, Media Release, Chrome Book agreement**

- Verify Free and Reduced forms
- Collate student information from start of year packets

#### **Field Trip Requests**

- Manage field trip requests, creating spreadsheets to track funds in the field trip revolving account, providing staff with guidance and support in planning field trips, taking money collected by staff and submitting it and the appropriate paperwork to Central Office staff, to generate the checks in a timely manner.

#### **General Reception support**

- Maintain a friendly, welcoming, and well-informed presence for all who have contact with the front office, including phone calls, emails, in-person visits.
- Share receptionist duties with the Attendance Clerk, so that phone calls, visitors, and students and staff who are in the front office are addressed promptly and pleasantly.
- Support the work of the principals in maintaining appropriate student discipline when students are sent to the front office and are serving lunch and after school detentions.
- Provide ongoing support in the use of photocopiers, contacting repair personnel as needed and assisting staff with jams.
- Closing up the front office and front doors on exit at 4pm

#### **Special Projects**

- Managing annual reports that need to come from the Principal's Office, keeping track of deadlines and gathering data for timely submission (ex. Hazing Report, etc.)
- Preparing materials for graduation and spring award events, consulting with Guidance Secretary to make sure that all senior graduation events are well-organized and that documentation, including diplomas and certificates, is prepared accurately and in a timely manner.
- Additional tasks as determined by Principal.

#### **Hours**

- This is a full-time year-round position and hours are 8am - 4pm

#### **Rate of pay range**

- \$20 - \$25 per hour

Send letter of interest and resume to: [ktotman@mtrsd.org](mailto:ktotman@mtrsd.org). Applications deadline: Open until position is filled. The school district does not discriminate on the basis of race, color, national origin, sex, gender identity, disability, religion, or sexual orientation.

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