



2101 Makiki Heights Drive, Honolulu HI 96822
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JOB DESCRIPTION

School Administrative Services Assistant I

I. Duties Summary

- Responsible for providing general administrative and clerical support functions such as, but not limited to, fielding phone calls, receiving and directing visitors, composing correspondences, faxing, scanning and maintaining office supplies.
- Assists with student enrollment, daily attendance, payment intake and other duties as assigned.

II. Job Duties and Responsibilities

Administrative and Clerical

- Greet and check-in guests/visitors, escort to proper host.
- Answer phones, take messages, deliver messages, and return phone calls.
- Assemble and refine materials and data for school's administration correspondence and reports (ie. demographics of students).
- Gather and compile data and prepare various reports such as attendance, enrollment, absence and tardy, etc. for students and staff.
- Provide clerical support to school administrators as requested.
- Compose routine correspondence and memoranda for distribution as requested.
- Answers inquiries from students, parents, staff and the general public relating to school and departmental policies, procedures, rules, regulations and activities. Seek clarifying information when necessary.
- Check and distribute mail daily.
- Maintain office equipment, make service calls and order supplies.
- Maintain and order school and office supplies as needed and approved.
- Check delivery of all supplies, equipment and merchandise. Check packing list against delivery to insure accuracy of shipment. Follow up with vendors to correct discrepancies.
- Verify daily student attendance. Call parents/guardians to verify absences.

Registrar Assistance

- Provide routine information regarding the school and registration procedures.
- Facilitate the collection of annual student enrollment documents, updates database(s) and file accordingly.

Student Services Assistant

- Provide assistance to students (ie. issues tardy passes, checks in/out supplies)
- Maintain and mail out monthly billing statements to parents.
- Collect payments for student activity fees, uniforms, field trips, and lunches

- Student Health Services
 - Provides basic health support to students as allowed by law.
 - Recommends course of action for student's care. Contact parents/guardians regarding ill students or take other action as directed by school administration.

Other

- Actively participate and promote use of the Hawaiian language.
- Participate in staff meetings, in-service sessions and other instructional training workshops as needed.
- Manage special project as assigned.
- Other duties as assigned.
- Embrace and uphold the responsibility of our 'Ae Like and vision and mission; to Ho'okumu (Build grounding and foundation), Ho'okele (Forge direction and connections) and Ho'omāna (Provide sustenance and empowerment).

III. Supervisor

- This position reports directly to the Po'o Kumu

IV. Education Qualifications

- Associate's degree in business or related field. In lieu of Associate's degree, 3 years of experience in duties above may be considered.

V. Skills and Abilities

- Must be organized, solve problems independently, and able to multi-task. Must be deadline driven and respond to the school's needs in a timely manner.
- Ability to communicate and work well with adults and students.
- Demonstrated organization, writing and communication skills
- Must be able to lift at least 50 pounds.
- Embrace and uphold the responsibility of our 'Ae Like and vision and mission; to Ho'okumu (Build grounding and foundation), Ho'okele (Forge direction and connections) and Ho'omāna (Provide sustenance and empowerment).
- [Preferred] Knowledge and/or commitment to Hawaiian language and culture

VI. Pay Range

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