



For the future of every student

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT III

BASIC FUNCTION:

Under the direction of the Middle or High School Principal, perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information in support of school operations and activities.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Assistant III provides administrative support to the Principal of a middle school or comprehensive high school. Incumbents perform the most complex duties in the series and the classification requires thorough knowledge of high school organization, operations, policies and procedures. The School Administrative Assistant I classification provides primary secretarial support to the Principal of an assigned elementary school. Incumbents relieve the administrator of administrative detail and coordinate office activities and flow of communications and information. The School Administrative Assistant II classification performs secretarial and administrative assistant duties in support of a Principal of a school with K-8 programs or an alternative secondary school. Incumbents provide support for larger and more complex office operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of complex secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail; assure smooth and efficient school office operations, and proper and timely completion of projects and activities; plan, coordinate and organize office activities and coordinate flow of communications and information for the Principal and school.

Serve as the primary assistant to the Principal; provide public relations and liaison services; initiate, screen and receive phone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events; serve as a liaison and assure timely communications between the Principal, faculty, staff, outside agencies, students, parents and others.

Receive visitors, including staff, administrators, students, parents and the public; provide assistance or direct to appropriate staff; exercise independent judgment in resolving a variety of issues; refer difficult issues to the administrator; provide technical information related to school operations and related programs, events, time lines, requirements, laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to middle school or high school students, programs, staff, faculty, financial activity, events, school activities, attendance, payroll, discipline, budget and assigned duties; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

Train and provide work direction and guidance to assigned volunteers and personnel; serve as a lead over clerical staff; assign duties and review work for accuracy, completeness and compliance with established standards and procedures; provide input concerning employee interviews and evaluations as requested.

Input and update student and a variety of other data in an assigned computer system; establish and

maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized lists, labels, documents and reports; assure accuracy of input and output data.

Research, compile and verify a variety of data and information; compute statistical information for various reports; prepare, process and evaluate a variety of forms, applications and documents related to enrollment and assigned functions; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various documents, forms, reports, records and other materials.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, lists, letters, memoranda, work permits, agenda items, bulletins, newsletters, flyers, permits, handbooks, certificates, contracts, notices and other materials.

Perform various clerical accounting duties in support of school operations as assigned; calculate, prepare and revise accounting data; balance, monitor and update accounts and budgets with income and expenditures; prepare, verify and process payroll materials and information as required.

Communicate with District staff, administrators, personnel, students, parents, various outside organizations and the public to exchange information, coordinate activities and resolve issues or concerns; request and provide documents as needed.

Operate a variety of office equipment including a copier, fax machine, laminator, typewriter, computer and assigned software; perform minor maintenance on equipment, arrange for and follow up on telephone and computer installations, maintenance and repairs as needed.

Monitor inventory levels of office and designated school supplies; order, receive and maintain appropriate levels of inventory; research and confer with vendors concerning product and pricing information; prepare and process purchase orders, invoices and requisitions.

Perform special projects and prepare various forms and reports on behalf of the Principal; attend to administrative details on special matters as assigned; monitor and keep the administrator current concerning progress of office projects and activities.

Provide technical assistance to classified and certificated staff with issues related to payroll, absences, telephones, computers or other matters and related standards, processes, practices and procedures as required.

Monitor and arrange for substitutes in response to faculty and staff absences; greet and assist substitute teachers by providing materials and information; assure school substitute needs are met, and resolve issues related to faculty absences in a timely manner.

Receive, sort and distribute incoming mail, packages and materials; prepare, assemble and distribute informational materials, packets and bulk mailings as assigned; prepare and process outgoing mail and materials for distribution.

Coordinate, arrange and set up for various meetings and school events; maintain and update administrative and school appointment and activity schedules and calendars; reserve facilities, supplies, services and equipment for meetings and other events as needed.

Provide input concerning the preparation and development of the school site budget as assigned; assist in monitoring budgets and assuring expenditures do not exceed established limitations.

Assist in monitoring program or service activities to assure compliance with established requirements as

assigned.

Coordinate conference, travel and other reservations as necessary; prepare and process conference requests as needed.

Attend and participate in various meetings as assigned; take, transcribe and distribute minutes as required.

Participate in a variety of other assigned activities such as preparing and adjusting bell schedules, assigning telephone extensions, issuing student identification cards, and requesting business cards.

Provide oral and written translation between students, teachers, staff, parents and others as assigned by the position; provide written translation and interpretation of correspondence, letters, reports and other materials as required.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.

Middle or high school organization, operations, policies and objectives.

Modern office practices, procedures and equipment.

Record-keeping and filing techniques.

Business letter and report writing, editing and proofreading.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Applicable laws, codes, rules, regulations, policies and procedures.

General methods, procedures and terminology used in clerical accounting work.

Data control procedures and data entry operations.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

Oral and written communication skills.

Methods of collecting and organizing data and information.

Mathematic calculations.

ABILITY TO:

Perform a variety of highly skilled and complex secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail.

Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information in support of school operations and activities.

Assure smooth and efficient office operations.

Compose correspondence and written materials independently or from oral instructions.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Type or input data at an acceptable rate of speed.

Understand and resolve issues, complaints or problems.

Perform various clerical accounting duties in support of school operations.

Answer telephones and greet the public courteously.

Complete work with many interruptions.

Compile and verify data and prepare reports.

Maintain a variety of records, logs and files.

Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Operate a computer and assigned software.
Work independently with little direction.
Communicate effectively both orally and in writing.
Perform a variety of mathematical calculations with speed and accuracy.
Maintain regular and consistent attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to sufficient experience, training and/or education to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: graduation from high school and five years of clerical or secretarial experience involving frequent public contact and primary support for a school administrator.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require First Aid and CPR certification issued by an authorized agency.

Some positions in this class may be required to translate oral and written communications between English and a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.