



For the future of every student

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION:

Under the direction of a Principal, perform a variety of 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 for the administrator.

DISTINGUISHING CHARACTERISTICS:

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. 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.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of 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 and information for the administrator; assure smooth and efficient office operations, and proper and timely completion of projects and activities.

Serve as the primary assistant to the Principal; provide public relations and communication services; initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences, meetings and other events; serve as a liaison between the administrator, teachers, District staff, outside agencies, students, parents and the public.

Receive visitors, including administrators, staff, 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, processes, policies and procedures.

Compile information and prepare and maintain a variety of records, logs and reports related to students, programs, financial activity, budgets, attendance, enrollment, withdrawal, staff and assigned duties; prepare student and District attendance reports required for accurate ADA reporting; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.

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 assigned functions; duplicate, assemble, distribute, collect, verify and assure accuracy and completeness of various

documents; prepare and process work orders as assigned.

Compose, independently or from oral instructions, note or rough draft, a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, lists, notices, work orders, requests, flyers, contacts, catalogs, brochures and other materials.

Monitor inventory levels of office and designated school supplies; order, receive and maintain appropriate inventory levels of supplies; distribute supplies to faculty and staff.

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; process and verify payroll materials and information as required; collect, receive and account for incoming monies as assigned; prepare and distribute deposits.

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

Operate a variety of office equipment such as a calculator, copier, fax machine, typewriter, computer and assigned software; perform minor maintenance on equipment and arrange for repairs as needed.

Assist in coordinating, arranging and setting up for various meetings and special events such as field trips and luncheons; maintain appointment and activity schedules and calendars; maintain the school master calendar as required; reserve facilities, services and equipment for meetings and other events.

Assist the administrator in assuring a safe and secure school environment for students and staff; assist with resolving safety issues as needed; assist with emergency drills.

Train and provide work direction and guidance to assigned volunteers and personnel; assign duties and review work for accuracy and completeness.

Receive, sort, open and distribute incoming mail, packages and materials; prepare outgoing mail and materials for distribution; prepare and distribute informational packets and bulk mailings.

Arrange for substitutes in response to faculty absences as required.

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

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:

Oversee the health office in the absence of the Health Technician; administer basic first aid and dispense medications to students in accordance with physician instructions as assigned by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office.
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.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Policies and objectives of assigned programs and activities.
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 secretarial and administrative assistant duties to relieve the school site administrator of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications, correspondence and information for the administrator.
Assure smooth and efficient office operations.
Compose correspondence and written materials independently or from oral instructions.
Type or input data at an acceptable rate of speed.
Perform a variety of clerical accounting duties in support of assigned activities.
Learn school organization, operations, policies and objectives.
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.
Add, subtract, multiply and divide 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 three years 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.

Approved by Personnel Commission: 09/17/2008