

ADMINISTRATIVE ASSISTANT - SCHOOL

Purpose Statement:

The job of Administrative Assistant - School is done for the purpose/s of providing secretarial support to school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring compliance with site's financial, legal and administrative requirements; and overseeing the office activities in support of the services provided to students, parents, instructional and support employees.

Essential Functions

- Administers first aid and medications to students under the direction of health professional for the purpose of meeting immediate health care needs.
- Collaborates with outside agencies (e.g. Children's Hospital, police, Social Services, Child Protective Services, Welfare, etc.) for the purpose of providing interventions for students' special needs or special programs.
- Compiles data from a variety of sources (e.g. time sheets, calendars, student attendance, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. meetings, classroom and site staff coverage, building in-service day activities, workshops, travel and accommodations, extra programs, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Diffuses potentially hazardous situations within the school site for the purpose of taking action and/or directing to appropriate personnel for resolution.
- Maintains documents, files and records (e.g. administrative records, maintenance requests, building keys, office procedures, all forms, building personnel records, student files, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Monitors account balances and various documentation (e.g. general fund school budget, account expenditures, purchase order documentation, etc.) for the purpose of maintaining accurate records in compliance with accounting and record keeping practices.
- Monitors assigned district activities and/or program components (e.g. classroom coverage if substitutes are not available, special projects, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Orients new site personnel (e.g. substitutes and staff as required) regarding appropriate school and district practices (e.g. keys, folders, directions, building procedures, etc.) for the purpose of effectively assimilating new personnel into site operations.
- Oversees office staff, student assistants, volunteers, etc. for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Prepares a wide variety of written materials (e.g. schedules, budgets, reports, memos, letters, handbooks, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes documents and materials (e.g. travel leave, building employees' time sheets, forms, daily attendance, purchase orders, etc.) for the purpose of disseminating information to appropriate parties for action.
- Responds to inquiries from a variety of internal and external parties by phone, letter and/or in person (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

Other Functions

- Assists other personnel for the purpose of supporting them in the completion of their work activities.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes: concepts of grammar and punctuation; bookkeeping principles and general accounting

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize specific, job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; directing other persons within a small work unit; and directing the use of budgeted funds within a work unit. Utilization of resources from other work units is required to perform the job's functions.. There is a continual opportunity to have some impact on the Organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 50% sitting, 10% walking, and 40% standing. The job is performed under some hazardous conditions.

Experience Job related experience with increasing levels of responsibility is required.

Education High School diploma or equivalent.

Required Testing

- Pre-Employment Drug Screening
- Pre-Employment Proficiency Test
- Pre-Placement Physical Exam

Certificates & Licenses

Typing Certificate

Continuing Educ. / Training

None Specified

Clearances

- Criminal Justice/Fingerprint Clearance
- Tuberculosis Clearance

FLSA Status

Non Exempt

Approval Date

4/24/2002

Salary Grade

Clfsd 25