

UNION SCHOOL DISTRICT

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of secretarial and administrative assistant duties to assist the Principal with 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; provide clerical accounting, attendance and/or health services in support of school operations as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of secretarial and administrative assistant duties to assist the Principal with administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information in support of school operations and activities; assure smooth and efficient office operations of assigned school.

Perform a variety of clerical duties related to student attendance, including registrar, accounting and record-keeping activities as assigned by the position; provide accurate reporting for daily attendance activities and update attendance data for required ADA reporting; verify excused and unexcused absences; process and verify student absence information from parents, teachers and others; issue admittance forms to students who are late or returning after an absence.

Provide public relations and liaison services; initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; 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, requirements, rules, regulations, policies and procedures.

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, agenda items, notices, announcements, purchase orders, requisitions, flyers, schedules and other materials as assigned.

Provide secretarial assistance to various school site faculty and staff as required; arrange for substitutes in response to faculty absences as assigned; greet and assist substitute teachers by providing keys, materials and information; prepare and follow up on personnel requisitions; assure timely communications between the office and school and District employees.

Perform a variety of clerical accounting duties in support of school operations as assigned by the position; calculate, prepare and revise accounting and budget data; monitor accounts and budgets; prepare, verify and process payroll materials and information; at Middle Schools may collect, receive, process and account for incoming monies; prepare deposits as required.

Prepare and maintain a variety of records, logs and reports related to assigned activities; establish and maintain filing systems; review, revise, edit, format and proofread a variety of documents and information.

Input and update a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate various computerized lists, documents and reports; assure accuracy of input and output data.

Provide support to the health office as assigned by the position; dispense medications in accordance with District policies and physician instructions.

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

Operate a variety of office equipment such as a calculator, copier, fax machine, typewriter, computer and assigned software.

Receive, sort, open and distribute incoming mail, e-mail, packages and materials; compose responses independently as appropriate; prepare outgoing mail and materials for distribution.

Assist in coordinating various meetings and school events; maintain appointment and activity schedules and calendars; prepare and process conference, facilities and equipment requests as needed.

Monitor inventory levels of office and designated school supplies; prepare and process purchase requisitions; distribute supplies to faculty and staff.

Attend and participate in various meetings and in-services as assigned.

May train and provide work direction and guidance to assigned personnel (i.e. school office assistant or health clerk); assign duties and review work for accuracy and completeness.

Distribute, collect and account for school site keys as assigned.

Attend mandatory trainings as required by your position.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Terminology, practices and procedures of assigned office;
Organization, operations, policies and objectives of assigned school;
Modern office practices, procedures and equipment;
Record-keeping and filing techniques;
General methods, procedures and terminology used in clerical accounting work;
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;
Operation of a computer and assigned software;
Oral and written communication skills;
Methods of collecting and organizing data and information; and

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 in support of school operations and activities;
Assure smooth and efficient office operations;
Compose correspondence and written materials independently or from oral instructions;
Learn, interpret, apply and explain rules, regulations, policies and procedures;
Perform a variety of clerical accounting duties in support of assigned activities;
Type or input data at an acceptable rate of speed;
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;
Model appropriate behavior around and interact appropriately with children; and
Maintain regular attendance.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years of general office or secretarial experience involving frequent public contact.

LICENSES AND OTHER REQUIREMENTS:

A valid Class C California Driver's License and evidence of appropriate insurance may be required.
A valid First Aid and CPR Certificate may be required and training would be provided.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment
Constant interruptions

PHYSICAL DEMANDS:

Visual ability to read handwritten or typed documents and, the display screen of various office equipment and machines;
Ability to conduct verbal conversation in English;
Hear normal range verbal conversation (approximately 60 decibels);
Sit, stand, stoop, kneel, bend and walk;
Sit for sustained periods of time;
Climb stairs, steps, and step ladders;
Lift up to 20 pounds;

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Previously School Secretary

Carry up to 20 pounds;

Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, hip flexion and extension and knee flexion;

Operate office machines and equipment in a safe and effective manner;

Demonstrate manual dexterity necessary to operate calculator, typewriter and/or computer keyboard at the required speed and accuracy; and

Conduct frequent repetitive arm, hand and body motion.

HAZARDS:

Exposure to blood-borne pathogens and bodily fluids

Exposure to illness and contagious conditions (i.e., lice, chicken pox, flu)

Disaster Service Worker

CA Government Code 3100. It is hereby declared that the protection of the health and safety and preservation of the lives and property of the people of the state from the effects of natural, manmade, or war-caused emergencies which result in conditions of disaster or in extreme peril to life, property, and resources is of paramount state importance requiring the responsible efforts of public and private agencies and individual citizens. In furtherance of the exercise of the police power of the state in protection of its citizens and resources, all public employees are hereby declared to be disaster service workers subject to such disaster service activities as may be assigned to them by their superiors or by law.