

**SHANDON JOINT UNIFIED SCHOOL DISTRICT  
ELEMENTARY SCHOOL ADMINISTRATIVE ASSISTANT**

**JOB DESCRIPTION: Elementary School Administrative Assistant**

The elementary administrative assistant acts as secretary to the vice principal. Performs and serves as a general office manager and provides secretarial support to the school staff. Serves in a confidential capacity for rendering reports as required by the principal.

**TYPICAL ELEMENTARY SECRETARY DUTIES:**

1. Prepares/completes a variety of reports and records, i.e., student profiles, report cards, and other reports and records as required.
2. Confidential matters: records staff absences, prepares/maintains student and staff injury records, handles confidential information concerning students.
3. Shares the following duties: reception, phone, student registration, student first aid, and student medication administration.
4. Accounting: maintains cash revolving account and submits reimbursement claims, maintains account balances for teacher supplies, prepares inventory of equipment, prepares invoices.
5. Orders, expedites, and receives shipments of supplies.
6. Prepares student and staff handbooks, monthly calendar, grant applications, portfolios for new students.
7. Supports district personnel in the use and maintenance of the district's student information database (Aeries). Enters new students into the Aeries database system, and uses Aeries for student registration, attendance, re-rostering, and other reports. Other attendance duties include: preparing monthly attendance reports, calling to verify absences, preparing attendance data for periodic reports to be sent to the district office.
8. Serves as lead support for the district-wide Aeries system.
9. Serves as district coordinator for district-level California state reporting projects related to student data.
10. Supports and trains personnel in charge of site level reporting of student data and daily use of Aeries.
11. Other duties as assigned as reasonably related to the classification.

**QUALIFICATIONS**

1. Education: Completion of twelfth grade, including courses in typing and office procedures.
2. Knowledge: Basic modern office methods, correct business English, vocabulary, grammar, spelling and punctuation, and skill in the operation of common office machines.
3. Ability: Performs responsible clerical work with accuracy and speed; learns rules and policies quickly and uses good judgment in a variety of procedural situations; makes calculations accurately; maintains complete and accurate records and reports, understands and follows through with oral and written directions; meets the public courteously; contributes to a cooperative and efficient working relationship with adults.
4. Required: At least two years of responsible administrative school experience. Accurate keyboarding skills for successful job performance; minimum keyboarding speed of 55 net words per minute.

5. Desired: Ability to communicate effectively in English (verbally and in writing).  
Ability to communicate effectively in Spanish (verbally and in writing).

**IMMEDIATE SUPERVISOR**

Vice Principal  
Work Year – Eleven Months

Board Approved: 7/29/14

G:/Super/Teresa/Job Descriptions – Classified/CSEA/SES Admin Asst