

## **Administrative Assistant - School Job Description**

### **Purpose Statement**

The job of Administrative Assistant - School is done for the purpose(s) of providing a wide variety of complex and confidential administrative and secretarial support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Building Principal.

### **Essential Functions**

- Administers first aid and prescription medications to students (under the direction of a healthcare professional and/or administrator for the purpose of meeting immediate health care needs within established guidelines.
- Compiles data from a wide variety of sources (e.g. student information, lunch records, budget accounts, petty cash disbursements, vouchers requisitions, internet research, attendance, etc.) for the purpose of preparing reports, providing input, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, copy system, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Evaluates situations (e.g. involving staff, students, parents, public, police, probation departments, etc.) for the purpose of taking appropriate actions and/or directing to appropriate personnel for resolution in accordance with established building security procedures.
- Maintains a wide variety of manual and electronic documents, files, reports, and records (e.g. budget data, employee records, financial records, PowerSchool, school lunch reports, student records, student attendance, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety of activities on behalf of assigned administrator (e.g. program components, meeting arrangements, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or training for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs general clerical functions (e.g. copying, faxing, data entry, filing, keyboarding, emailing, answering telephones, greeting, etc.) for the purpose of supporting assigned administrator.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. activity account, daily teacher attendance log, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in his/her absence for the purpose of conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information to address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction, while protecting confidentiality.

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- Schedules a wide variety of activities (e.g. appointments, meetings, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator(s).
- Shares the responsibility for supervising the behavior of students and sees that they abide by the established rules of conduct for the purpose of ensuring student welfare and maintaining a secure building environment.
- Supports assigned administrative personnel for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

**SKILLS** are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies 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 technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping and math principles; business telephone etiquette; and common office machines.

**ABILITY** is required to schedule activities and/or meetings; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies 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, and working with constant interruptions.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job functions. There is a continual opportunity to have some impact on the organization's services.

### **Work Environment**

The usual and customary methods of performing the job functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some climbing and balancing, stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 34% sitting, 33% walking, and 33% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

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

**Education:** Targeted, job related education with study in job related area.

**Continuing Education/Training:** Required annual trainings

**Clearances:** Criminal Justice Fingerprint/Background Clearance

**FLSA STATUS:** Non Exempt