



Job Description

Title: School Site Administrative Assistant	FLSA Status: Non-Exempt	Months: 10
Supervisor: School Principal	Supervises: N/A	Range: 24
Department: Clerical/Secretarial	Bargaining Unit: Classified	Approved: 12/19/2019 Revised: 10/12/2023

JOB SUMMARY:

Under general direction of the site principal, the School Site Administrative Assistant acts as a general office manager and administrative assistant to a school principal. Serves as personal/confidential secretary facilitating administrative function of the school with pupils, teachers, staff and the public; makes decisions based on sound judgment/discretion which can have a significant impact on the credibility of the school and District with the public; provides support necessary to relieve principal of clerical/administrative detail, guides the work of clerical staff, and performs other duties directly related to this job description.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- As the administrative assistant to the site Principal, serves as liaison to teachers, students, staff, and parents and performs necessary secretarial/clerical duties for other administrative personnel, teachers and support staff assigned to the school.
- Operates standard office machines, including microcomputers to perform word processing functions and to enter and extract a variety of data.
- Receives visitors, answers the telephone, provides general information, and explains rules/regulations to teachers, students, and parents.
- Composes correspondence on a wide range of subjects requiring a thorough knowledge of the policies and procedures of the school and District and types a variety of materials such as letters, memoranda, bulletins, requisitions, claims, statistical data from rough drafts, notes, or brief verbal instructions.
- Responsible for maintaining ready communications with other agencies in emergency situations.
- Receives, sorts, and distributes incoming/outgoing mail, books, and supplies, and maintains records as necessary.
- Screens and proofreads all materials from the school for adherence to the rules and regulations of the school and District.
- Maintains and monitors files which may contain information of a confidential or sensitive nature.
- Assigns, issues and inventories room and cabinet keys issued to teachers and other authorized personnel.
- Assists in making arrangements for student study trips which may include scheduling transportation.
- Responsible for school budget records and for any funds collected at the school.
- Administers first aid in absence of school nurse, LVN and/or Health Clerk, and notifies proper authorities in case of serious illness or accident.
- Prepares requisitions for purchase of materials and maintenance of buildings and grounds.

- Prepares and produces site reports such as timesheets and Extra Work Agreements.
- Prepares back-up documentation for Board agenda approval items for fundraisers, donations, assemblies, vendors, and performers that come on campus for principal to submit for approval action.
- Provides assistance and coordination to other site clerical personnel.
- Maintains School Master Calendar and generates weekly bulletins to staff. Maintains site use of facilities calendar.
- Works closely with parent teacher organization in teacher scheduling of field trips and assemblies; completes paper work to order buses.
- Orders and receives all school supplies and materials.
- Performs clerical duties for School Site Council.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Skill in demonstrating sound and independent judgment in the interpretation, application or modification of existing methods and procedures and in interpreting, applying and explaining District rules, regulations and procedures and familiarity with appropriate sections of the Education Code.
- Skill in keyboarding at a net corrected speed of **60 words per minute**; ability to compose routine and specialized correspondence, bulletins, and reports using proper grammar, spelling, and punctuation and vocabulary; ability to perform arithmetic computations; knowledge of or ability to rapidly learn pertinent district policies and procedures; knowledge of modern office organization and procedures and the use of standard office machines and equipment; knowledge of and **proficiency** in the use of Microsoft Word and Microsoft Excel software and related applications typically used in offices; proficiency in the use of microcomputers; ability to train and guide the work of others; good communication skills with ability to work courteously and effectively with parents, staff, and the general public; ability to exercise diplomacy, tact, and judgment, and to assume responsibility.
- The skills, knowledge and abilities listed above would typically be acquired through **four (4) years** (48 months within the last ten years) of full-time equivalent, paid, increasingly responsible secretarial experience. College-level training in secretarial science or business administration may be substituted for the experience requirement on a year-for-year basis.
- Secretarial or clerical experience in a school environment working with students is desirable.

Knowledge of:

- Organization and coordination of secretarial and clerical support functions in support of an assigned school office.
- Organizational operations, policies, and objectives.
- Policies and objectives of assigned programs and activities.
- Record-keeping and filing techniques.
- Business letter and report writing, editing, and proofreading.
- Telephone techniques and etiquette.

- Modern office practices, procedures, and equipment.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience, and courtesy.
- Operation of a computer and assigned software.
- Oral and written communication skills.
- Record retrieval and storage systems.
- Mathematical calculations

Skills/Ability to:

- Perform a variety of complex secretarial and administrative assistant duties to relieve the school Principal of administrative and clerical detail.
- Plan, coordinate and organize office activities and coordinate flow of communications and information for the principal.
- Ensure smooth and efficient office operations.
- Compile and prepare comprehensive reports related to assigned duties.
- Compose effective correspondence independently.
- Type or input data accurately at an acceptable rate of speed.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Maintain a variety of records, logs, and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and timelines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Determine appropriate action within clearly defined guidelines.
- Add, subtract, multiply, and divide with speed and accuracy

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or equivalent GED supplemented by college level course work in business, secretarial science, or related field.

Licenses and Other Requirements

- Successful passage of the District's Job-Related Proficiency Test.
- Valid First Aid and CPR certification within designated probationary period.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.
- Moderate/High Stress level.

Physical Demands:

- Manual dexterity and physical condition necessary to maintain a rigorous work schedule.
- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.

- Sitting, standing, and walking for extended periods of time.
- Bending at the waist, kneeling, or crouching to file and retrieve materials.
- Reaching overhead and above shoulders to retrieve supplies or records.
- Lifting, carrying, pushing, and pulling moderately heavy objects.

Hazards:

- Potential contact with blood and other body fluids.
- Hostile, angry, and aggressive individuals.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.