

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of a principal or an assigned administrator, perform a wide variety of complex and responsible clerical and secretarial duties to ensure smooth and efficient school office operations and to relieve a site administrator of administrative detail; provide information to students, staff, and the public concerning school policies, procedures, activities, and schedules; train and provide work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Assistant serves as the primary secretary to a principal or assigned administrator with broad responsibilities for coordination of school office functions to relieve the administrator of routine office and administrative duties. Incumbents may provide work direction and guidance to other clerical and secretarial staff. The School Secretary classification performs a wide variety of duties in support of school office operations and typically serves as secondary secretarial support to a higher-level secretary.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of complex and responsible secretarial and administrative assistant duties to ensure smooth and efficient school office operations and to relieve a site administrator of administrative detail; maintain confidentiality of sensitive and privileged information.

Serve as primary secretary to the principal or site administrator; provide administrative support to other administrators and site faculty and staff as required; compose, prepare, and distribute communications, agenda items, newsletters, flyers, and bulletins.

Initiate and receive telephone calls; greet visitors to the school office; provide information to students, staff, and the public concerning school policies, procedures, actions, activities, and schedules as appropriate; maintain principal's calendar and school calendar of events.

Train and provide work direction and guidance to assigned staff and student assistants; assign and review the work of staff; proofread and verify accuracy of documents.

Collect, compile, organize, track, record, and verify a variety of data related to site and student activities including enrollment, referrals, expulsions, suspension, grades, instructional programs, nutrition services, and student attendance; prepare and maintain related records, files, and logs.

Serve as a technical resource concerning site operations, programs, and assigned functions; respond to inquiries and provide detailed information concerning related activities and services.

Input a variety of student and other data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized reports.

Collect and account for monies collected in conjunction with school activities according to established procedures; monitor and balance assigned school budgets; ensure expenditures do not exceed revenues; resolve discrepancies.

Receive, open, sort, screen, and distribute incoming mail; compose replies independently or from oral direction; prepare bulk mailings.

Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues.

Operate a variety of office equipment including a copier, scanner, fax machine, calculator, computer and assigned software; arrange for repairs of equipment and site maintenance needs as directed.

Requisition, receive, store, and distribute educational supplies and office materials; confer with vendors to resolve issues related to merchandise received.

Arrange travel reservations and accommodations; coordinate various events and use of site facilities; reserve conference rooms and arrange for refreshments for various events; prepare and send out notices of meetings; collect and compile information for meetings, projects, and workshops.

Ensure teacher coverage of classrooms; locate substitutes as necessary; greet and assist substitute teachers by providing keys, materials, and pertinent information; maintain accurate employee attendance records and prepare related payroll records.

Administer routine first aid to students and staff; dispense medication according to physician instructions and district policy; notify parents of ill or injured students as needed.

Issue and monitor student work permits as assigned by the position; review initial requests from students, prepare permits, obtain proper signatures, and monitor student attendance.

Compile information for state reports as required.

Attend and participate in a variety of in-service trainings, meetings, and conferences as assigned.

OTHER DUTIES:

Develop and implement office procedures to ensure complete and timely operations; create office forms which facilitate workflow.

Maintain and account for school site keys; request keys as necessary.

Provide interpretation services to parents and the public in a designated second language as assigned by the position.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School office terminology, practices, and procedures.
Current office practices, procedures, and equipment.
Applicable laws, codes, rules, and regulations related to assigned activities.
Financial and statistical recordkeeping techniques.
Business letter and report writing techniques.
Telephone techniques and etiquette.
Budgeting practices regarding monitoring and control.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Operation of a computer and assigned software.
Basic math.

ABILITY TO:

Perform a wide variety of complex and responsible clerical and secretarial duties.
Organize, coordinate, and oversee school office activities.
Interpret, apply, and explain laws, codes, rules, and regulations related to assigned activities.
Maintain good public relations with students, parents, teachers, and the public.
Understand and resolve issues, complaints, or problems.
Ensure smooth and efficient school office operations.
Analyze situations accurately and adopt an effective course of action.
Answer telephones and greet the public courteously.
Keyboard or input data at an acceptable rate of speed.
Compose correspondence and written materials independently or from oral instructions.
Work independently with little direction.
Maintain financial records.
Plan and organize work.
Compile and verify data and prepare reports.
Complete work with many interruptions.
Operate a variety of office equipment including a computer and assigned software.
Communicate effectively both orally and in writing.
Meet schedules and timelines.
Establish and maintain effective working relationships with others and contribute to a positive work environment.
Present a positive image of the Madera County Superintendent of Schools.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school or the equivalent and three years of clerical or secretarial experience involving public contact and recordkeeping.

LICENSES AND OTHER REQUIREMENTS:

Possession of a valid California Class C driver's license. Incumbents must be insurable by the liability carrier for the Madera County Superintendent of Schools.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard and other standard office equipment.

Seeing to read, prepare, and ensure the accuracy of a variety of materials and view a computer monitor.

Hearing and speaking to exchange information in person and on the telephone.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling, or crouching, and reaching overhead, above the shoulders, and horizontally to file and retrieve materials.

Pushing, pulling, moving, lifting, and/or carrying objects weighing up to 25 pounds.