

Napa Valley Unified School District

Position Description

Position: School Administrative Specialist II	Position Number:
Department/Site: School Office	FLSA: Non-exempt
Evaluated by: Assistant or Principal	Salary Grade: 29

Summary

Performs a variety of office support in a clerical and technical capacity, following, applying, and interpreting well-established policies, procedures, and mandated regulations. Assignments are usually at a secondary-level school site where incumbents may specialize in registration, attendance, business, or student services, yet are able to perform in each area.

Distinguishing Career Features

The School Administrative Specialist II is a senior-level generalist in a technical clerical series for school service usually in a middle school or equivalent environment. It also serves to blend responsibilities at a site where the need is for several areas of focus that would ordinarily result in several part-time positions. The principle areas are secretarial, attendance, registration, and business services. Specialists will combine two or more of these areas to comprise the job. Advancement potential exists to School Administrative Secretary, Registration Specialist or equivalent position with advanced specialization in the full scope of student data management, registration, student activity logistics, and counseling support.

Essential Duties and Responsibilities

Incumbents at this level are qualified and capable to perform all following, however, are likely assigned to two or more depending on volume and the need to balance workload.

Secretarial

- Serves as a skilled receptionist, greeting visitors, staff or students in person or over the telephone, ascertains nature of business, provides standard information, and transfers inquiries to the appropriate area.
- Prepares, assembles, maintains and updates calendars, schedules, lists, manuals, directories, and handbooks for distribution and use by others. Prepares informational packets for others to use in presentations and meetings.
- Prepares letters, memoranda, reports, work orders, requisitions or other materials from straight copy, rough drafts or verbal instructions. May design and prepare handbooks, brochures, and other program materials.
- Receives and distributes packets for substitute teachers containing orientation, keys, curriculum information, and payroll forms.

Registration

- Performs registration duties such as originating and preparing student transcripts and registration packets, daily schedules, newsletters and other general correspondence.

- Sets up and maintains permanent student files, attendance and registration records or other according to the needs of the program or school. Receives, verifies, enters data into required programs or formats.
- Requests files from other schools for new students transferring into a program or school. Responds to requests for student records from other schools.
- Assists students and parents with the completion of registration materials. Provides brief orientation to new parents and students.

Attendance

- Makes and receives phone calls and notes about student absences. Receives and relays messages to students and parents as necessary.
- Receives, verifies, and processes incoming attendance data from teachers, parents, students, administrators, and outside agencies.
- Enters attendance data to a student information system using established data entry screens. Maintains records and analyzes attendance data on a period-by-period basis for each student.
- Prepares and maintains a variety of lists, records, and reports regarding student attendance, tardiness, truancy, suspension and discipline.

Student Services

- Provides support to student one or more special student services such as but not limited to special education, student activities, and processes such as student attendance, special education, discipline, intermural/athletics, etc.
- May assist with scheduling, coordinating, and administering of assessment and mandated tests. Assists with scoring of tests using established templates and tables.
- Prepares and assembles testing packets directed to either a teacher or test taker.

Business

- Organizes budget and financial materials to monitor expenditures and maintains accurate fiscal records for a variety of programs. Processes financial transactions and monitors budget status. Prepares periodic reports of financial activity.
- May collect, deposit and account for money collected in conjunction other student and school activities. Administers a revolving cash fund.
- Prepares purchase orders for pre-approved orders of materials and supplies.
- Performs other duties as assigned that support the overall objective of the position.

Qualifications

- **Knowledge and Skills**

The position requires working knowledge of clerical practices, general office procedures,

filing, record keeping, receptionist and telephone techniques and etiquette. Requires a working knowledge of district and departmental policies, procedures, and standing instructions related to work assignments. Requires a working knowledge of personal computers and common office productivity software such as spreadsheets and word processing. Requires a working knowledge of registration, attendance, student programs and services, and student data management processes used in education. Requires a basic knowledge of accounting and budget maintenance procedures. Requires sufficient mathematics skill sufficient to perform columnar calculations, decimals, fractions, etc. Requires sufficient skill in English, grammar, spelling and punctuation to prepare routine correspondence and standardized reports. Requires sufficient human relation skills to greet and work cooperatively with students, parents, teachers, and the public, discuss technical details with peers, and exercise patience when solving problems with customers.

- **Abilities**

Requires the ability to perform the essential functions of the position. Requires the ability to learn, understand and apply district rules, regulations and policies. Requires the ability to use a personal computer for data entry, word processing, and spreadsheets. Requires the ability to learn and use specialized computer data entry programs used in education. Requires the ability to operate standard office machines. Must be able to maintain records and prepare reports. Must be able to setup and maintain records and prepare standardized reports. Must be able to oversee the work of student help.

- **Physical Abilities**

Incumbent must be able to work in an office setting engaged in work of a primarily sedentary nature. Requires ambulatory ability to retrieve files, stand at a counter for customer service transactions, and deliver materials to classrooms. Requires visual acuity to read computer screens, printed material, and detailed alphanumeric information. Requires sufficient hand/eye coordination and manual dexterity to use a personal computer keyboard at a basic rate (40 w.p.m.). Requires speech and hearing ability to carry on conversations in person and over the phone. Requires the ability to administer first aid.

- **Education and Experience**

The position typically requires a High School diploma or equivalent supplemented with post-secondary course work in general office practices and two years of general clerical and data entry experience in a high volume customer-service environment, preferably in an education setting. Additional related experience may substitute for some post-secondary work.

- **Licenses and Certificates**

May require a valid driver's license. May require a first aid certificate.

- **Working Conditions**

Work is performed indoors with infrequent exposure to health and safety hazards.