

SCHOOL DISTRICT OF LODI
Administrative Assistant Position Description – Level II

(A)9/9/19

POSITION TITLE: Office Administrative Assistant
REPORTS TO: Building Principal/Assistant Principal or Dean of Students

POSITION SUMMARY

As one of the first points of contact for families, parents and school guests, this position is responsible for creating an inviting and welcoming environment for internal and external stakeholders of the school. Additionally supports the assistant to the building principal and the office operations on a daily basis.

EDUCATION and/or EXPERIENCE

- High School diploma; Associate degree recommended or comparable administrative office experience
- Previous administrative office support or comparable experience
- Proficiency in one or more of the following: MS Word, Excel, or Google Docs/forms, operation of general office equipment

SKILLS AND QUALIFICATIONS

1. Assist in the performance of daily office routines and practices associated with a fast-paced and student-centered school office.
2. Assist on responding to general inquiries and requests for information from students, staff, parents, visitors and members of the community.
3. Ability to operate standard office equipment.
4. Assist on determining office needs, office supplies, equipment and equipment repair needs.
5. Assist in the maintaining of student records including, but not limited to, attendance, fees, and schedules.
6. Assist in providing basic first aid to students and staff.
7. Participate in appropriate training sessions. (e.g. blood borne pathogens, medication administration, CPR, first aid, etc.)
8. Distribute medications as required, or directed by district nursing personnel to staff and students.

9. Demonstrate ability to problem solve and work independently with multiple interruptions.
10. Assist in prioritizing office tasks to ensure completion of all job responsibilities within designated deadlines.
11. Ability to remain calm and composed in difficult situations.
12. Demonstrate ability to maintain confidentiality.
13. Assist in the cash handling process in the office.
14. Ability to maintain positive, cooperative working relationships with administrators, faculty, staff, students, parents and all members of school community.
15. Demonstrate excellent time management and organizational skills.
16. Demonstrate excellent oral and written communication skills.

ESSENTIAL JOB FUNCTIONS OF THE ADMINISTRATIVE ASSISTANT POSITION

1. Provide clerical and general support to office staff, Principal/Associate Principal.
2. Proofread and correct prepared materials for correct grammar, format, and content.
3. Assist in the Coordination of transportation for school field trips.
4. Work with administration and principal assistant to prepare student/parent handbook, faculty handbook, newsletters and other documents.
5. Assist in creating, maintaining, and updating of school webpage.
6. Assist with organization of student recognition programs and Graduation. (HS only)