

SCHOOL DISTRICT OF LODI
Administrative Assistant Position Description – Level III

(A)9/9/19

POSITION TITLE: Administrative Assistant to Building Principal/Assistant
Principal, Athletic Director and Guidance Staff
REPORTS TO: Building Principal

POSITION SUMMARY

As first point 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 Principal in various daily affairs.

EDUCATION and/or EXPERIENCE

- Associate degree or comparable administrative office experience
- Two or more years of administrative office support experience
- Proficiency and specialized skill in the use of MS Word, Excel, Google, and operation of general office equipment

SKILLS AND QUALIFICATIONS

1. Perform daily office routines and practices associated with a fast-paced and student-centered school office in a friendly and collaborative manner.
2. Respond positively to general inquiries and requests for information from students, staff, parents, visitors and members of the community.
3. Knowledge of and ability to operate standard office equipment.
4. Ability to define office needs and order necessary supplies, equipment and contact vendors for needed equipment repairs.
5. Maintain accurate student records including, but not limited to, attendance, fees, and schedules.
6. Trained and able to provide basic first aid to students or staff.
7. Distribute medications as required, or directed by district nursing personnel to staff and students.
8. Participate in required district training sessions, (e.g. blood borne pathogens, medication administration, CPR, first aid, etc.)
9. Issue Work Permits, if appropriate. (HS/MS)

10. Demonstrate ability to problem solve and work independently with multiple interruptions during assigned work hours.
11. Ability to prioritize tasks and ensure completion of all job responsibilities within designated deadlines, in a collaborative and positive manner.
12. Ability to handle sensitive matters and maintain confidentiality. (e.g. FERPA, HIPPA, special education and legal documents related to student or family situations).
13. Ability to account for cash handling in the building, in regard to field trips, ticket sales, student fees, co-curricular programs or approved fund raising activities.
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.
17. Possess and demonstrate specialized skill and strong knowledge of Google, MS Office, including Word, Excel, and Photoshop.
18. Proficiency in use of or willingness to be trained in use of Skyward finance and Infinite Campus student record system.

ESSENTIAL JOB FUNCTIONS

1. Perform clerical, scheduling and general assistance to the building Principal/Associate Principal or Guidance office personnel.
2. Proofread and correct supervisor prepared materials for correct grammar, format, and content.
3. Assist supervisor in the preparation of budgets; prepare purchase orders and check requests for accuracy and correct expenditure coding; monitor and reconcile purchasing card requests; deposit school funds.
4. Coordinate transportation for school field trips.
5. Work with administration to prepare student/parent handbook, faculty handbook, newsletters and other documents.
6. Create, maintain, and update building webpage on a weekly basis.
7. Assist administration in the completion of required background checks for volunteers and/or potential employees.
8. Assist administration in arranging interviews and distributing application materials to interviewers per administrative request.
9. Assist in maintenance and setup of the FlexiSched system. (HS only)
10. Organize and/or assist with year-end student recognition banquets, and graduation ceremony. (HS only)
11. Assist in carrying out general office duties required as part of district wide summer school program. (HS only)