

Executive Administrative Assistant - Russell Jones Admin

Purpose Statement

The job of Executive Administrative Assistant - Russell Jones Admin is done for the purpose/s of .

This job reports to Administrator

Essential Functions

- Assists the school nurse for the purpose of ensuring student issues are being met.
- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or activities for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains a variety of manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Oversees FERPA rules/procedures and maintains confidentiality for the purpose of ensuring district, state and federal guidelines are met.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, enrollment, attendance, purchasing, scheduling, grade cards, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares a master schedule for students for the purpose of ensuring accurate information is maintained.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; customer service; desktop publishing; using pertinent software applications; and administering first aid

and/or prescribed medications.

KNOWLEDGE is required to perform algebra and/or geometry; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; grammar, spelling and punctuation; office application software; office practices; codes/laws/rules/regulations/policies; and school safety and security practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with similar types of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; working with frequent interruptions; dealing with frequent interruptions; and meeting deadlines and schedules.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Job-Related Skills Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade