

**LAGUNA BEACH UNIFIED SCHOOL DISTRICT**  
**Job Description: Administrative Assistant, High School Support**

**BASIC FUNCTION:**

Under general supervision of the assigned administrator(s), to perform responsible secretarial and clerical functions; to relieve administrator of office and routine responsibilities by planning, organizing, supervising, and participating in the school office administrative operation. Work in collaboration with the administrative assistant to the principal.

**ESSENTIAL DUTIES:**

- Serves as an administrative assistant to the assistant principals of the high school.
- Performs highly responsible administrative, secretarial/clerical, and office functions; assists in arranging and coordinating department assignments and activities (which include testing program coordination, student discipline, school site council, safety and security issues.)
- Serves as a major program information resource person, acting as liaison between schools, departments, District office, and other locations. Dispenses pertinent information and direction to students, parents, staff, and visitors.
- Attends meetings as a recorder, preparing minutes from notes. Composes a variety of materials from brief verbal and written instruction.
- Compiles, develops, and designs reports, handbooks, newsletters, and special projects from a variety of sources.
- Schedules meetings and appointments; reserve meeting sites; contacts and confirms appointments and meetings.
- Maintain a variety of personnel records, time sheets, lists, files and records, including confidential materials.
- Reviews and screens incoming and outgoing correspondence and communications routed to their supervisor for consistency with policies, regulations, operational procedures, formatting, grammatical construction, and punctuation.
- Refers specific communications or correspondence to appropriate staff members for the gathering of data or for a response.
- Coordinates follow-up tasks to ensure that the timelines are met; arranges correspondence for supervisor's personal reply in the order of a predetermined priority with appropriate background materials available for reference.
- Composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures.
- Exercises diplomacy in answering questions and resolves situations involving students, parents, public, location staff and district personnel through knowledge of school policies and general district rules and regulations.
- Drafts documents pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature.
- Prepares and inputs data into a record management, storage, and retrieval system, and utilizes the output reports in the office operational functions, including but not limited to, financial, employee time and attendance, and student information systems.

**OTHER REPRESENTATIVE DUTIES:**

- Assist with scheduling and organizing of the clerical functions of the office to which assigned.
- Assist with budget planning and expenditure control.

- Administer first aid to students and determine when to seek appropriate emergency assistance.
- Perform a variety of functions and tasks related to the enrollment of students and in preparing material and records for students who are leaving the District.
- Engage in cross training on school or District functions and demonstrate use of knowledge to support various office needs.
- Participates in job-related or District training as required.
- Performs other related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Organization and coordination of above average clerical functions
- Basic techniques and strategies of function organization and follow-through
- Modern office practices and equipment, including automated record management, filing systems, receptionist and telephone techniques, and correspondence and report writing
- Basic methods and techniques of organization and planning
- Appropriate English usage, spelling, punctuation, and grammar, and arithmetical concepts

**Ability to:**

- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures
- Assume responsibility for routine administrative detail
- Analyze situations correctly and adopt an effective course of action
- Assure efficient and timely and accurate completion of projects and activities
- Perform duties effectively with many demands on time and constant interruptions
- Compose correspondence independently; compile data and prepare reports
- Establish and maintain comprehensive and accurate files and records, and prepare concise and complete reports as required
- Perform complex and technical clerical work requiring accuracy and attention to detail
- Work confidentially with discretion
- Make arithmetical calculations with speed and accuracy
- Understand and carry out oral and written directions
- Establish and maintain cooperative working relationships
- Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness

**MINIMUM QUALIFICATIONS:**

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, clerical, or related technical skill areas.

**Experience:**

Three years of responsible and varied secretarial and clerical experience, preferably including experience in a school setting.

**LICENSES AND OTHER REQUIREMENTS:**

Willingness to acquire valid CPR and First Aid certifications issued by an authorized agency.

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high moral standards
- Commitment to professional responsibility
- High intrinsic motivation

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment.
- Constant interruptions.

**Physical Requirements:**

- Ability to stand or sit for extended periods of time.
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer,, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student behavior..
- Ability to learn the procedures, functions and limitations of assigned duties.

**SPECIAL REQUIREMENTS:**

Applicants must successfully pass the skill test administered by the District, and speak, read, and write in English.