

ADMINISTRATIVE ASSISTANT III – SCHOOL OFFICE

Classification: Administrative – School Based

Location: Assigned Department

Reports to: District Administrator

FLSA Status: Non-Exempt

Bargaining Unit: OSEA

This is a standard position description to be used for clerical positions with similar duties, responsibilities, classification and compensation. Employees assigned to the position description may or may not perform all of the essential functions indicated in this position description.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Part I: Position Summary:

Provides overall office management of a school, or a major school activity, either individually or through coordination of additional clerical staff. Roles include but are not limited to serving as school secretary, school fiscal clerk, special projects and events manager, school registrar, and associated school fiscal clerk. Responsibilities include secretarial support, front office management, school budget, purchasing, human resources and payroll duties, student registration enrollment and records, health room support, and school-to-department communication liaison, all while ensuring that the office has a welcoming, safe and respectful climate for students as well as adults. Activities vary between elementary, middle and high school with generally broader responsibility and less assistance at the elementary level, to more specialized and coordination responsibilities at the secondary level.

The secretary may perform or oversee the performance of many duties that exists in office clerk/assistant secretary positions. The distinction is that the building secretary has cognizance over all clerical and administrative activities and how they interact and come together to support school administration.

Part II: Supervision and Controls over the Work:

Works under the supervision of a school administrator(s). Work is controlled and/or guided by professional practice, school and district policies and procedures, and directions and expectations as established by the administrator(s).

Part III: Major Duties and Responsibilities (depending on specific assignment):

1. **Secretarial Support.** Provides secretarial support to the principal and other administrative staff. Maintains appointment calendar; schedules meetings; formats and types correspondence, tracks and files staff evaluation forms, memoranda, and reports from handwritten drafts or dictation; duplicates and distributes materials. Makes travel arrangements. At the discretion of the building administrator, may type and distribute staff and parent bulletins and newsletters; may attend building meetings and record and transcribe meeting minutes. Assists in providing secretarial support to staff; type letters of recommendation, memos to staff and/or parents, notices of student fines; designs and creates forms. Maintains confidential records, evaluations, emergency cards, and files for staff. Makes non-instructional decisions in the absence of administrators including decisions regarding emergency situations. May have regular authorization to sign designated forms for the principal.
2. **Front Office Management.** Greets students, parents, staff, and visitors entering the office and provides assistance. Answers telephone and respond to inquiries; screens telephone calls; receives and distributes mail to staff; manages office supplies and office equipment; assists staff in the use of equipment. Maintains school calendar of events for in-school programs and outside organizations that use the school to include assisting in the completion and processing of necessary paperwork and approvals. Maintains staff calendar. May oversee the building's two-way radio communication system and operate the school intercom system. Establishes central office procedures and, as appropriate, provides lead direction to office and volunteer staff and makes arrangements for coverage during absences and overload situations. Trains, supervises, and coordinates student assistants, to include transportation, attendance, and working with teachers on grades. Maintains staff absence and time-worked records. Building-wide substitute coordination on a daily basis, to include, arranging coverage for unfilled positions in coordination with the district's substitute office, greeting substitutes, and providing materials.
3. **School Budget and Fiscal Records.** Sets up and maintains building budget, department budget, and purchasing records. Receives money for fees, maintains collection record, verifies and balances receipts, prepares and makes bank deposits, trial balances and financial statements for transmittal to central office, keeps revolving fund records. Coordinates with building fiscal clerk/bookkeeper when assigned. Responsible for the use and/or reconciliation of district credit cards, Maintains building and department inventory records and supply orders; prepares requisitions, checks in merchandise, and arranges for purchase order payment; prepares budget and purchasing reports for administration and department heads as needed. Prepares p-card summary, receipt logs, and imprest checks for principal to sign. Signs off on Nutrition Services deposit, and takes possession of money for safe.
4. **Special Projects & Research.** Undertakes special projects at the request of the school administrator. Special projects require initiative in the identification, research and collection of data, and presentation of data. Coordinates various events, such as graduation, showcase, scholarship night, parent conferences, open house, registration, volunteer appreciation, and orientation(s).

5. **Scheduling and Enrollment Support.** Assists counselors and administration in designing master class schedule by providing course codes for each class, teacher numbers, staff FTE, section numbers, class counts, new courses, and noted changes; distributes class registration packets to incoming students; processes information returned on student enrollment, immunization, and records; reviews conflicts and finds alternative classes; maintains data on master schedule throughout the school year; may assist with course description handbook. Ensures schedules and enrollment are supported.
6. **Student Registration.** Provide leadership and participate in registration of new students, making sure all appropriate paperwork and data entry is completed, all affected personnel are informed, and all information is input into the computer system. Inquires if students live in attendance area and, if not, that all required paperwork for boundary exceptions are completed and on file.
7. **Human Resources.** Assists with processing new employees, to include requisitions, recommendations to hire, and filling the vacancies for the HR/Payroll system. Assists with processing the following: extended responsibilities contracts, supplemental services contracts, additional days, and volunteer applications and background checks. Assists staff in understanding contracts, workers compensation and OFLA/FMLA. Coordinates the welcome and onboarding of new staff, to include ensuring badges are assigned, an email account is set up, Synergy access is arranged, First Aid training is arranged, keys/keycards are set up, and online training is completed. Tracks and maintains building-wide training records and oversees staff completion of annual training. Maintains confidential supervisory working files.
8. **Risk Management.** Ensures incident reports for injuries or accidents are completed and submitted. Participates in the Safety Committee for the building, and assists with accident analysis.
9. **Systems Contact.** Trained in all District systems involving schools, and supports staff in understanding all systems. Provides website support (school newsletters, bus routes, events, orientations, PTA events, etc).
10. **Back up Assistant Secretaries.** Must be able to perform registrar, attendance, and bookkeeping duties.
11. **Health Room.** Trained to share management of the health room and make decisions in the care of students. Skills needed to perform these duties: medication administration, First Aid, concussion protocols, blood management, epi pen, glucagon, blood sugar monitoring and other related diabetic needs, maintenance of immunization and other health records, and maintain current First Aid/CPR certification.
12. **Discipline/Student Supervision.** Serves as buffer, for when principal is unavailable. Must have knowledge of behavior plans to know how to assist students.

13. Communication. Conduit for communication with other departments; working knowledge of processes with all departments.

14. Transportation. Coordinates field trip requests, pick-up, late buses, shuttles, and half-day transportation. Makes recommendations for routes and uses problem solving skills in working with routers for special situations.

Other duties as assigned by building administrator and/or designee.

Part IV: Minimum Qualifications:

Incumbents must have successful experience in working with culturally diverse families and communities, or have otherwise demonstrated a commitment to strengthening engagement of a diverse community and skill in communicating with a diverse population.

- Associates Degree in business-related field and three (3) years of progressively responsible office experience or equivalent training and experience.
- The three (3) years of progressively responsible office experience should involve independence of action and decision making responsibilities. Successful experience gained in a school setting will be assigned higher value. For positions involving fiscal and/or bookkeeping responsibilities, the experience must include accounting and bookkeeping procedures. Related education above the high school level may be substituted, at the District's discretion, for experience on the basis of thirty semester hours/45 quarter hours for one year of experience or portion thereof.
- Must possess advanced clerical skills, including word-processing and filing, and must possess knowledge of office equipment and keyboarding skills of at least 40 words per minute. At least one (1) year experience with internet-based software and systems is required.
- Knowledge of general secretarial procedures including excellent grammar and proofing skills, and the ability to maintain accurate and reliable records and data.
- Ability to work effectively in an environment with frequent interruptions requiring the ability to concentrate and consistently produce accurate work while responding to interruptions and changing priorities.
- Ability to interact with students, parents, staff, and community members, personally and through electronic communications, in a warm and confident manner.
- Initiative and ability to work with minimal direction; sound judgment and decision making capabilities are essential.
- Ability to maintain confidentiality of all school and personnel matters.

- Demonstrate sensitivity to the cultural, ethnic, gender, and religious diversity of students, staff, parents, and community.

Part V: Desired Qualifications:

- Bilingual skills

Part VI: Physical and Environmental Requirements of the Position:

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is frequently required to sit, talk, lift, carry, move about, hear and speak. Employee may be required to perform extensive work at a computer display terminal.
- The employee must occasionally lift and/or move 25 to 50 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.
- It may be expected that the individual could be exposed to blood or other potentially infectious materials or illnesses during the course of their duties. The noise level in the work environment is usually moderate but can be loud on occasion.