

## **DINUBA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT-ELEMENTARY SCHOOL**

#### **BASIC FUNCTION:**

Under the direction of the Principal, perform a wide variety of clerical and secretarial duties to coordinate elementary school office activities and assist the Principal in administrative tasks; prepare and maintain a variety of reports and records and input a variety of data related to assigned activities; perform public relations and communications services for the Principal.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Coordinate office activities to assist the Principal in administrative tasks; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities.

Collect, compile, organize and record a variety of data related to attendance, enrollment, personnel and student activities; prepare and maintain related records, files and logs; process enrollment paperwork, assist parents with completing paperwork and communicate requirements to parents; verify information provided and generate various records accordingly.

Serve as secretary to the Principal; type letters and compose correspondence independently; prepare, type and distribute communications; maintain Principal's calendar and school calendar of events; schedule conferences, appointments and meetings as assigned; receive, open, prioritize and distribute mail.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to office or program operations, activities, policies and procedures; provide information to students, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate.

Prepare, maintain and account for personnel attendance records and reports as assigned; maintain accurate records of substitute teachers as assigned.

Type and input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Enroll, register and schedule new students; complete enrollment information; complete records for the release or transfer of students; maintain assigned databases and update address changes, contact information, custody details and special needs information and notify appropriate personnel of changes as required.

Assist with orientating substitute personnel; provide keys and instructional materials and maintain

related records; assist with finding substitute personnel as needed and update schedules accordingly.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, staff, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

Collect and account for monies collected in conjunction with school activities according to established procedures; assist with school events and fundraisers as assigned; issue receipts and maintain paperwork for deposits as assigned by the position.

Communicate with personnel and a variety of internal contacts and outside agencies to exchange information and resolve issues or concerns; generate and distribute flyers as assigned; maintain and update weekly bulletins as assigned.

Requisition, receive, store and distribute supplies and office materials; generate requisitions for instructional, student and other supplies as assigned; process maintenance, technology and facility use requests as assigned.

Schedule interviews, prepare interview packets and attend interviews as directed.

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Operate a variety of office equipment including calculator, copier, scanner, laminator, two-way radio, computer and assigned District software programs.

Assist health office staff as needed; administer basic first aid and assist with providing prescribed medication to students according to established policies and procedures as needed; notify parents of health related issues.

Provide routine first aid/CPR to injured students according to established procedures as needed; notify parents of ill or injured as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Organizational operations, policies and objectives.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping and filing techniques.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Methods, procedures and terminology used in clerical accounting work.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Oral and written communication skills.  
Record retrieval and storage systems.  
Mathematic calculations.

**ABILITY TO:**

Perform a variety of complex secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.  
Plan, coordinate and organize office activities and coordinate flow of communications and information for the administrator.  
Assure smooth and efficient office operations.  
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.  
Compile and prepare comprehensive reports related to assigned duties.  
Compose effective correspondence independently.  
Collect and account for monies according to established procedures.  
Type or input data at an acceptable rate of speed.  
Answer telephones and greet the public courteously.  
Complete work with many interruptions.  
Maintain a variety of records, logs and files.  
Utilize a computer to input data, maintain automated records and generate computerized reports.  
Establish and maintain cooperative and effective working relationships with others.  
Meet schedules and time lines.  
Work independently with little direction.  
Communicate effectively both orally and in writing.  
Determine appropriate action within clearly defined guidelines.  
Add, subtract, multiply and divide with speed and accuracy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years increasingly responsible secretarial or administrative experience preferably in a school office setting.

**LICENSES AND OTHER REQUIREMENTS:**

Valid first aid and CPR certificate issued by an authorized agency.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.  
Dexterity of hands and fingers to operate a computer keyboard.  
Seeing to read a variety of materials.

Sitting, standing and walking for extended periods of time.  
Bending the waist, kneeling or crouching to file and retrieve materials.  
Reaching overhead and above shoulders to retrieve supplies or records.  
Lifting, carrying, pushing and pulling moderately heavy objects.

Employee \_\_\_\_\_ Date \_\_\_\_\_

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified.

Board Approved: March 9, 2017