

DINUBA UNIFIED SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT-HIGH SCHOOL

BASIC FUNCTION:

Under the direction of the High School Principal, perform a wide variety of clerical and administrative duties at an assigned High School site; perform a variety of clerical and secretarial duties to relieve the High School Principal of administrative and clerical detail; 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; 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.

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.

Serve as secretary to the Principal; type letters and compose correspondence independently; prepare, type and distribute communications; receive, screen and route telephone calls; take and relay messages as appropriate; check emails regularly and respond accordingly.

Maintain Principal's calendar, website calendar and school master calendar of events; schedule conferences, special events, registration, appointments and meetings as assigned; assist with conferences setup and arrange travel reservations as necessary; receive, open, prioritize and distribute mail; update school website and social media accounts as assigned; assist with organizing and coordinating school-wide events as assigned.

Collect, compile, organize and record a variety of data related to staff attendance, personnel, registration and student activities; prepare and maintain related records, files, logs and reports; generate requests for instructional technology and maintenance reports; process transportation requests, facility requests and travel reimbursements.

Maintain a variety of complex personnel records, time sheets, lists, files and records, including materials containing confidential information; assist with updating personnel information as required; maintain accurate records of substitute teachers and accounts to be charged; maintain and update staff records including sign in sheets, appointments and related information.

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.

Establish and maintain good rapport with law enforcement agencies; maintain confidential information related to situations dealing with students, staff and parents.

Coordinate coverage for classroom substitutes; assist in orienting substitute personnel; provide keys and instructional materials as assigned and maintain related records; schedule substitute teachers as assigned.

May perform a variety of clerical accounting duties in support of assigned program or office as assigned; monitor funds for income and expenditures; calculate, prepare and revise accounting and budgetary data.

Communicate with personnel and a variety of internal contacts and outside agencies to exchange information and resolve issues or concerns.

Requisition, receive, store and distribute supplies and office materials; generate requisitions as assigned; order supplies for staff as needed; generate requisitions for merchandise purchased at assigned Intermediate School site.

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

Monitor students while visiting the office; oversee student aides as assigned; schedule and attend interviews for new hires as directed.

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 language 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 concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Perform a variety of clerical accounting duties in support of assigned department or program.
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 four years increasingly responsible secretarial or administrative experience.

LICENSES AND OTHER REQUIREMENTS:

Valid California Class C driver's license.
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 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 files.
Lifting and carrying light 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