



# ADMINISTRATIVE ASSISTANT

DEPARTMENTAL LEVEL

## JOB DESCRIPTION

**JOB TITLE:** Administrative Assistant - Department  
**REPORTS TO:** Department Supervisor  
**LOCATION:** Education Support Services

**FLSA STATUS:** Non-Exempt  
**PAY GRADE:** SAT-05  
**DAYS:** 260  
**JOB ID & DATE:** SAT-11 | June 2023

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### JOB PURPOSE SUMMARY

Provides high-level confidential administrative support to the department with a strong emphasis on both internal and external communication. Work as part of a team with all office staff and administrators to provide department specific support. Provides administrative support to the department and department leader.

### REQUIREMENTS

#### Education Level Details

High School Diploma or GED  
Associate's Degree preferred

#### License / Certification Required

None

#### Work Experience Required

Minimum of 3 years experience, including progressively advanced level secretary

#### Other Skills and Abilities Required

Demonstrated broad knowledge of major educational business office administrative support secretarial functions, modern office terminology, procedures, and equipment

Demonstrated comprehensive knowledge of the organization and functions of the school system

Ability to manage clerical and administrative support activities of a large school division, and to guide and support activities and staff

Strong communication skills, both orally and in writing

Ability to interact with top level officials and all staff with tact, courtesy and diplomacy

Ability to follow complex oral and written instructions

Ability to maintain a high level of confidentiality concerning district, personnel, customer and vendor information

### KEY FUNCTIONS, ESSENTIAL DUTIES AND RESPONSIBILITIES

## General

- Answers phone, schedules appointments, and provides information regarding office district policies and procedures.
- Screens, responds to, and/or distributes mail as appropriate.
- Receives phone calls and walk-in visitors.
- Schedules appointments and meetings to maintain supervisors' and department calendars.
- Attends meetings to provide or obtain information.
- Obtains, compiles, organizes, and prepares information and data for various reports, meetings/board agendas, ensuring information packages are complete and meet guidelines for submission.
- Coordinates special administrative projects as assigned to include assigning work, providing project information, giving guidance in support of project objectives, and prepares final report.
- May act as lead to other staff ensuring smooth workflow, coverage of a position in the absence of an employee, and assists in interpreting policies, procedures, and processes and clarifies as appropriate.
- Reviews expense reports for completeness/submits for reimbursement.
- Performs other duties as may be required that fall within the general scope of the position's responsibilities.

## Special Education Specific

- Provide communication for IEP meetings including parent contact and meeting notices to teachers and parents.
- Provide support to Special Education Staff including Specialists, Coaches, OT/PT, Psychologists, Speech Paths and others.
- Track Title X and 504 students.
- Organize Special Education Files and work.
- Support all schools by providing research, setting up IEP meetings and taking notes for IEP meetings when requested.
- Update Special Education Website.

- Make independent decisions within established guidelines and reporting structure.
- Communicate sensitive information to staff, students, parents and community members.
- Respect the confidentiality of administration, staff, students, and organizations of the community.

#### Operations Specific

- Answer inquiries, provide assistance and direct to appropriate department or personnel in routine and non-routine matters using appropriate initiative (i.e., key requests, temporary custodial support, etc.). Collaborate and communicate with other district departments.
- Attend meetings as requested, prepare agendas, record and produce minutes. Follow-up on action items until satisfactorily completed.
- Maintain the department budget by generating and tracking authorized purchase orders and purchase card transactions, tracking mileage, corrections for custodial overtime, substitute custodial and temporary services, trash, and recycle, and transferring funds between departments and programs as requested..
- Maintain the CMMS (Computerized Maintenance Management System; i.e., SchoolDude) as the administrator. Ensure completed work orders are reconciled with hours worked.
- Provide support for Capital Reserve projects related to facility improvements, environmental management, flooring replacement, and equipment replacement. Specific responsibilities include: tracking budgets, issuing bid requests, creating Superintendent Requisitions, and creating purchase orders.
- Provide support for hiring and payroll for Operations & Maintenance.
- Provide assistance with code compliance, pest control, environmental services, custodial projects, disaster recovery, etc.
- Manages assigned program and/or department responsibilities (e.g. site improvement, grounds, ADA access, fire inspections, safety, etc.) for the purpose of achieving outcomes in relation to organization objectives and ensuring conformance with legal, financial, and district requirements.

#### CLDE Specific

- Compile and submit reports as required

### **SUPERVISORY RESPONSIBILITIES**

None

### **PHYSICAL REQUIREMENTS/WORKING CONDITIONS**

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

**Physical Demands:** While performing the duties of this job, the employee is occasionally required to stand, climb or balance, stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 40 pounds.

**Work Environment:** While performing the duties of this job, the employee will work primarily in a usual office or school environment. The position may require the employee to work some evenings and weekends. The individual must be able to work remotely in the event of a district shut-down or other situation.

**Mental Functions:** May work prolonged or irregular hours and must be able to maintain control under stress. While performing the duties of this job, the employee is regularly required to communicate, compare, analyze, coordinate, instruct, evaluate, and use interpersonal skills. Occasionally required to compile, copy, compute and negotiate.

Employee Printed Name: \_\_\_\_\_ Employee ID Number: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_