



## SAN MATEO UNION HIGH SCHOOL DISTRICT CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE ASSISTANT I - SCHOOL PRINCIPAL/OFFICE COORDINATOR  
**REPORTS TO:** School Principal **SITE:** All Schools  
**CLASSIFICATION:** CSEA Bargaining Unit **WORK YEAR:** 12 MONTH  
**SALARY:** Range 146 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** November 12, 2020

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### JOB SUMMARY:

Under the direction of the Principal, the Administrative Assistant I/Office Coordinator serves as assistant to the Principal, and in general to the administrative team, managing the administrative functions and details of the school, relieving the administrator of administrative details through skilled administrative support that requires a thorough working knowledge and interpretation of school policies, procedures, programs, and requirements.

The Administrative Assistant I/Office Coordinator has access to highly confidential matters, including district employer/employee relations matters, student disciplinary proceedings, and the maintenance of employee files. The Administrative Assistant I/Office Coordinator is responsible for maintaining the monthly attendance records and sign-in sheets for all staff and substitutes; for distributing monthly warrants; for providing orientation and daily assignments to substitute teachers to ensure adequate classroom coverage; for the check-in and check-out clearance of teachers at the opening and close of school; for distribution of the annual school-wide summer mailing to families; for coordinating the co-curricular contracts and payment of stipends; for operating the base station for communications to administration and to emergency and/or police contacts; for the training and supervision of student aides; for assignment of keys to facilities; and for the distribution of mail, etc.

The Administrative Assistant I/Office Coordinator acts as a resource person to teachers, students, parents and the general public regarding general and specific information on the policies, procedures and activities of the school which may include publicity contact with local news media, receives and screens visitors to the school; maintains the Principal's calendar; receives and attempts to resolve complaints and problems, receives, screens, prioritizes, routes and/or handles independently mail and other forms of communication; assists other school administrators and departments, as required; maintains information on a computer; composes independently or from oral instructions letters, memoranda, requisitions, reports, etc; takes and transcribes dictation, as needed; may direct the work of other clerical and student personnel.

During the summer months, the Administrative Assistant I/Office Coordinator receives and distributes all mail to the school and may perform other related duties of the Staff Assistant, School Attendance Records Clerk and Site Accounting Technician in their absence; may be assigned the responsibility for updating and producing the student and faculty handbooks; may assist the Summer School Secretary, and performs other duties as assigned.

### **ESSENTIAL FUNCTIONS:**

1. Serve as liaison for the Principal with District and school staff, parents, and the community.
2. Independently or with general instructions, composes, types and assembles correspondence, reports, memoranda, and other materials independently and/or for the Principal's action/signature.
3. Serve as secretary to committees preparing agenda and minutes; takes minutes for Department Head meetings and site council meetings.
4. Assist new hires site orientation protocol including account creation.
5. Monitor AESOP (Automated Substitute Placement and Absence Management System) daily to ensure coverage for any "un-filled" absences.
6. Prepare school calendar and/or daily bulletin; and manage principal's calendar.
7. May supervise student help and assist in coordinating the work of others.
8. Process all certificated and classified variable time reports.
9. Prepare substitute requisition forms for District/School Business teacher absences and forward to Human Resources at the District Office. Review classified employees time and attendance for exceptions; obtain exception reports as needed and make necessary corrections; and submitted to Payroll Department according to establish deadlines.
10. Ensure all certificated absence statements/timesheets are received and submitted to Payroll Department according to establish deadlines.
11. Prepare for candidate interview and administer testing when applicable.
12. Create a Personnel Action Form (PAF) and Position Information Tracking System (PITS) as needed for new hires, request to post position, change in the position and creating new position.
13. Train, direct and coordinate the work of student aides and/or other clerical staff in the main office.
14. Ensure "Co-Curricular Activity" forms and contracts are completed and routed to the District Office for payroll processing.
15. Prepare initial workers compensation claims forms to ensure compliance for submission to Human Resources at the District Office.
16. Track classified and certificated evaluations due and correspond with employees to ensure evaluations are scheduled within due date.
17. Track Board approved Department Head days for certificated employees.
18. Maintain a variety of administrative and highly confidential files and records.
19. Screen visitors and telephone calls; provide information to staff, parents, and the public on school policies and procedures.
20. Distribute and collect teachers check out forms at the end of the school year; and collect keys and laptops.
21. Act as backup to Attendance Office.
22. Coordinate main office staff, sign-in-and-out procedures, mailboxes, and general main office activity.
23. Process student work permits.
24. Perform other related duties as assigned.

### **EMPLOYMENT STANDARDS:**

- Incumbents must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

## **QUALIFICATIONS:**

### **Education/Training Experience**

- Two years of increasingly responsible Administrative Assistant experience, including the exercise of independent judgment, preferably within a school district.
- Possession of effective public relations skills.
- Related experience in a school or in a central administration office setting.

### **KNOWLEDGE OF:**

- Knowledge of laws and regulations governing a school district.
- Excellent working knowledge of Microsoft Office products, including Excel and presentation software.
- Modern office practices, procedures and equipment.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal relations skills using tact, patience and courtesy.
- Familiarity with school services and community agencies.
- Strong interpersonal and organizational skills.
- Strong verbal and written communication skills.

### **EXPERIENCE WORKING WITH:**

- Read and interpret federal regulations, state guidelines, and District policies, rules and regulations.
- Type accurately at 65 words per minute.
- Record dictation and transcribe accurately and quickly.
- Plan, organize, and schedule meetings and events.
- Ability to monitor and reconcile office budgets.
- Compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.
- Understand and follow oral and written directions.
- Perform responsible and difficult clerical work with speed and accuracy.
- Perform basic mathematical calculations.
- Work independently with little direction.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Demonstrated ability to be efficient, accurate and pay attention to detail.
- Critical thinking skills, as well as the ability to multi-task.
- Analyze situations accurately and adopt an effective course of action.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS**

- School administrative office environment; subject to frequent interruptions.
- Work under pressure of deadlines and time constraints.
- Ability to sit for long periods of time.
- Manual dexterity and coordination sufficient to operate a computer keyboard, copier and related office equipment.
- Physical stamina to stand, reach, bend, lift, kneel, squat and grasp in order to file and retrieve materials.
- Ability to lift up to 10 pounds.
- Ability to work in an office environment subject to constant interruptions.
- Ability to work in a fast paced environment

**LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**Equal Opportunity Employer Statement**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws.

This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time. For more information, read through our [Nondiscrimination in Employment](#) policy.

[Equity Flyer](#)

[BP0415.1 Racial Equity](#)

[AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.