

ADMINISTRATIVE ASSISTANT - ELEMENTARY SCHOOL

DEFINITION

Under the direction of an elementary Principal performs a wide variety of secretarial, clerical and receptionist duties involved in coordinating the work of the school office; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

Positions in this class receive a relatively small amount of supervision since many of the duties must be performed while the Principal is absent from the office. Frequent contact with parents, teachers and students is characteristic of these positions.

ESSENTIAL FUNCTIONS

Acts as secretary to the Principal; receives visitors and screens calls; screens mail; takes and refers messages for teachers; independently answers correspondence; types a variety of material from oral directions, rough draft, copy or notes.

Acts as receptionist and provides information to the public over the counter and by telephone regarding school programs and policies, referring problems to school Principal or designated staff. May include contact with students and parents who have limited English skills.

Provides assistance to teachers on work requiring the use of office machines.

Assists in the preparation of test score records; keeps time records of employees for payroll purposes; initiates purchase orders as requested by principal.

Enrolls, transfers, and withdraws students.

Orders and distributes supplies, equipment, books and other instructional materials.

Maintains records of student attendance and makes regular reports on registration, enrollment, and attendance. Telephones and confers with parents regarding pupil absences and other matters of student welfare.

Prepares and updates monthly and annual reports (i.e. crime report and mandated costs)

May assist the principal in obtaining substitutes. Coordinates exchanges of library and audio-visual material among the teachers.

Processes free and reduced lunch applications.

Schedules the use of school facilities by outside groups and maintains school calendar. Performs various bookkeeping assignments.

Performs first aid and dispenses medication as needed to students in the absence of the nurse and in accordance with district policy. Processes employee and student injury reports.

May assign work to clerical personnel or parent volunteers. Assists in the training of new office employees and volunteers.

Assists in maintaining appropriate student behavior in the school office.

Operates modern office equipment, such as word processors, computers, and copiers.

QUALIFICATIONS

Knowledge of:

Personal computers and related software, i.e. word processing and spreadsheets; modern office methods, practices and procedures; correct English usage, spelling, grammar, punctuation and composition; basic mathematical skills.

Ability to:

Learn and maintain proficiency on micro computers and related software; perform responsible clerical work with accuracy and speed; communicate effectively with students and adults in a variety of situations requiring diplomacy, friendliness, poise and firmness; learn specific district policies, rules and laws quickly and apply them with good judgment in a variety of procedural situations; maintain a cooperative working relationship with those contacted in the course of work; work well under pressure of deadlines and with frequent interruptions; make calculations quickly and accurately; meet the public tactfully and courteously; type from clear copy at a rate of 40 words per minute; within six months of employment, acquire and maintain certificates in CPR and First Aid. Essential functions require, with or without the use of aids; mobility to move to counter, files and other areas of the office; sufficient vision to see small print; sufficient hearing to hear normal and

telephone conversations; sufficient dexterity to write, operate personal computer, telephone, typewriter and other business machines.

EXPERIENCE AND EDUCATION

Equivalent to completion of the twelfth grade; and two years of responsible and varied clerical experience, preferably involving frequent public contact; OR sufficient training and experience to demonstrate the knowledge and abilities listed above.

Adopted: 7/1/71; Revised 3/3/92, 7/96; 11/98