

## **COLTON JOINT UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT I**

#### **BASIC FUNCTION:**

Under the direction of the Principal, perform a wide variety of clerical and secretarial duties to coordinate office activities at an elementary school, middle school, or continuation/alternative high school and to relieve the Principal of administrative support 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.

#### **DISTINGUISHING CHARACTERISTICS:**

The School Administrative Assistant I classification performs clerical and secretarial duties to coordinate office activities at an elementary school, middle school, or continuation/alternative high school. The School Administrative Assistant II classification performs clerical and secretarial duties to coordinate office activities at a comprehensive high school involving a larger staff and student enrollment.

#### **REPRESENTATIVE DUTIES:**

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

Coordinate office activities to relieve the Principal of administrative support tasks; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities; serve as a liaison between administration, staff, parents and the community; maintain confidentiality of sensitive issues and information.

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

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, sort, prioritize and distribute mail; generate and distribute flyers as assigned; maintain and update weekly bulletins as assigned.

Assist with budget planning and expenditure control as assigned; generate various computerized lists and reports as requested; compile data for budgets; post and maintain budget and financial records of a variety of programs; monitor account balances and record expenditures; assure accuracy of input and output data.

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.

Receive and disseminate various communications including phone calls, mail, emails and correspondence between the Principal, staff, students and community; distribute signed paperwork to the appropriate District office.

Maintain inventory records; order supplies, materials; prepare purchase orders; assure adequate forms and supplies to support office operations; assure receipt and proper distribution.

Collect and account for monies collected in conjunction with school activities according to established procedures.

Prepare, maintain and account for personnel attendance records and reports as assigned; prepare regular payroll reports with Principal's authorization and submit to the payroll department as needed; assist with monitoring timesheets for employees.

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 student attendance records functions as needed.

Assist with the coordination of scheduling substitutes or arranging for classroom coverage; assist with orientating substitute personnel; provide keys and instructional materials and maintain related records.

Submit work orders and consult with the appropriate department regarding problems and repairs as needed.

Type and input data into an assigned computer system; maintain automated records and generate computerized reports; compile information and prepare and maintain a variety of records, logs and reports related to programs, students, financial activity, budgets, attendance, suspensions/expulsions, student discipline, staff evaluations, projects and assigned duties; establish and maintain filing systems; revise, verify, proofread and edit a variety of documents.

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

Operate a variety of office equipment including calculator, copier, scanner, laminator, computer and assigned software; perform non-technical maintenance on office equipment as needed.

Substitute or provide relief for health office and front 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; assist with monitoring students in the office.

Attend and participate in meetings, in-services and trainings as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Organization and coordination of secretarial and clerical support functions in support of an assigned office.  
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.  
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 Principal of administrative and clerical detail.  
Plan, coordinate and organize office activities and coordinate flow of communications and information for the Principal.  
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.  
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:**

Education: Graduation from high school course supplemented by college level coursework in business, secretarial science or related field.

Experience: Four years increasingly responsible secretarial or administrative support experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR certification within first 6 months of employment.

Some incumbents may be required to be proficient in English and a designated second language and pass an oral and/or written proficiency test in a designated second language.

**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.

**HAZARDS:**

Contact with dissatisfied or abusive individuals

Potential contact with blood and other body fluids.

Potential for contact with blood-borne pathogens and communicable diseases.