LAWNDALE ELEMENTARY SCHOOL DISTRICT
Job Description

REALIZING AMAZING POTENTIAL (RAP) SENIOR ADMINISTRATIVE ASSISTANT

Department/Division:	RAP Program/Educational Services Department
Reports To:	RAP Program Director
Provides Support To:	RAP Program Director
Classification Status:	Classified
Date Prepared:	August 2024
Board Adopted:	September 19, 2024

GENERAL PURPOSE

Under the general supervision of the RAP Program Director, performs a variety of program support functions and tasks related to the Lawndale Elementary School District Before and After School Program. Facilitates and maintains administrative systems for RAP. Assists in the scheduling, planning, organization, and coordination of training and activities for school sites, including arranging for material support, and performing other related duties as required.

DISTINGUISHING CHARACTERISTICS

The RAP Senior Administrative Assistant reports to the RAP Program Director and has responsibility for materials management, maintenance work orders, and attendance accounting duties related specifically to the Lawndale Elementary School District Before and After School Program.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties and responsibilities listed in this section are representative of those assigned to the position in this class. This list is not intended to be an exhaustive list of all the tasks assigned to the position in the class, and it is not expected that all the tasks listed will be necessarily assigned to all positions in the class.

- Oversees substitute placement at school sites.
- Organizes and stocks shirts and materials and reorders supplies as needed.
- Assists with planning training programs, including reserving facilities, preparing attendance sheets, copying materials, ordering, and picking up food and refreshments.
- Schedule appointments and meetings for RAP Director and maintain a master calendar of program events and activities.
- Coordinates program field trips, schedules transportation and prepares games and events for each of the school sites, arranges for student wrist bands, and ensures program permits and releases have been completed and filed for each school site.

- Prepares and reviews separation records for staff terminating employment and ensures that keys and badges have been turned into the RAP Program Office.
- Compiles, balances, and reviews timesheets for each of the program sites, program partners and district classified staff to ensure accuracy.
- Provides receptionist and clerical support, including greeting visitors, referring calls, and taking messages.
- Records, tracks and submits the status of maintenance work orders for program school sites.
- Arranges for the issuance of security badges for specific school sites.
- Participates in the organization of supplemental days, special sessions, and weekend functions by creating and translating flyers, preparing rosters, ordering supplies, and tracking parent and staff meetings.
- Records equipment being checked out and returned, including communications radios and site resources.
- Attends all staff meetings and recommended training programs.
- Manages program petty cash for all school sites, issues acknowledgement receipts and ensures submission to the district office. Attends job fairs to provide support for staff recruitment, assist with staff interviews, and conduct reference checks.
- Reviews program curriculum orders, groups curriculum by site, and confirms delivery.
- Performs related work as assigned.
- Process, record and track program purchase orders.
- Assist in collecting and compiling contract documents in preparation for submission.
- Provide support, correspondence and communication with program partners, vendors, and district employees.
- Facilitate program new hire reference checks.
- Order, receive and distribute student supplies, materials and equipment as needed.
- Ensure efficient operation and maintenance of program and office equipment and arrange repairs as needed.
- Assist with planning process and reviewing summer staffing and prepare summer staff letters.
- Maintain highly sensitive and confidential information.
- Assist in the petty cash process.
- Supervises clerical work related to such matters as enrollment, attendance, curriculum, personnel, organization, budgeting, accidents, records, and special programs
- Facilitate transportation for RAP Program and coordinate transportation schedules.

QUALIFICATIONS

Knowledge of:

Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation;
Basic accounting and financial record-keeping practices and procedures;
Modern office practices, procedures, and equipment including computer usage including related software;
Interpersonal skills using tact, patience, and courtesy

Ability to:

- Plan and organize tasks and administer calendars, bus transportation, and program support functions;

- Complete various attendance, maintenance, and event reservation forms;
- Prepare flyers and program announcements;
- Schedule and plan for sports events and field trips;
- Work effectively with staff, parents, children, principals, transportation and educational staff, vendors, and the public;
- Understand and follow oral and written instructions;
- Enter, balance, and check material quantities and recorded staff hours;
- Provide technical guidance to program leaders regarding payroll, timekeeping, and facilitate maintenance reporting practices;
- Communicate effectively, both orally and in writing;
- Read, interpret, and follow rules, regulations, policies, and procedures;
- Type at an acceptable rate with accuracy;
- Compose correspondence, prepare documents and make arrangements from brief instructions.
- Use a high degree of tact, discretion and diplomacy in dealing with sensitive situations and concerned and/or upset groups and individuals.
- Manage multiple and rapidly changing priorities.
- Complete work with many interruptions.
- Prepare clear, accurate and concise records and reports.
- Meet scheduled deadlines.

Education, Training and Experience:
High school graduation or its equivalent is required. One year of experience in performing a variety of program attendance, material, and staff support duties.

Special Requirements:
Possession of a valid Class C California driver's license, acceptable driving record, and evidence of insurance is required.
First aid and CPR certification.

PHYSICAL AND MENTAL DEMANDS
The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands:
While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects, tools, or controls, reach above and below the shoulder with hands and arms, stoop, kneel, crouch, or crawl. The employee is required to regularly stand, walk, and talk or hear. Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands:
While performing the duties of this class, the employee must be able to use written and oral communication skills; read material safety labels and follow instructions; determine how to schedule work; use basic math; and interact effectively with District staff, faculty, management, vendors, parent groups, other parties, and the public.

WORK ENVIRONMENT:

The employee primarily works indoors in controlled office conditions but occasionally works in outside weather conditions to provide support at site locations. The noise level in the work environment is usually moderate, at or below 85 decibels. The employee may be expected to work before or after school to assist with specific functions and activities, including holidays and weekends, as needed.

Board Policy 4030: The Board of Trustees desires to provide a positive and safe work environment where employees, interns, volunteers, and job applicants are free from harassment and are assured of equal access and opportunities in accordance with law. No district employee shall be discriminated against or harassed by any coworker, supervisor, manager, or other person with whom the employee comes in contact in the course of employment, on the basis of the employee's actual or perceived race, religious creed, color, national origin, ancestry, age, marital status, pregnancy, physical or mental disability, medical condition, genetic information, military and veteran status, gender, gender identity, gender expression, sex, or sexual orientation or his/her association with a person or group with one or more of these actual or perceived characteristics.