

Sunnyvale School District
Position Title: School Administrative Assistant II

Work days/month: 202 days/10 months

Salary: Range 31 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of the site administrator(s), perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the site administrator(s) in administrative tasks; perform public relations and communications services for the site administrator(s).

Essential Duties & Responsibilities:

- Coordinate the overall office activities to assist the site administrator(s) in administrative tasks; prepare and maintain a variety of reports, records, and files relating to students, staff, operations, and activities including those of a confidential nature.
- Serve as assistant to the site administrator(s); initiate and receive telephone calls; type letters, and compose correspondence independently; prepare, type, and distribute communications, newsletters, flyers, and bulletins; schedule conferences, appointments, and meetings; receive, open, prioritize, and distribute mail.
- Greet visitors to the school office; provide information to students, parents, staff, and the public concerning school policies, procedures, actions, activities, and schedules as appropriate; maintain site administrator(s) calendar and school calendar of events.
- Collect, compile, organize, and record a variety of data related to personnel and student activities; prepare and maintain related records, files, and logs, including worker's compensation data.
- Maintain attendance/timesheets for certificated, classified, and other personnel; complete data entry and verification across multiple platforms to ensure accuracy of employee leaves; compute and verify hours including compensatory time, vacation time, sick time and time not worked; create Extra Work Agreements /School Business Agreements and verify timesheets; assure accuracy of payroll documents; obtain proper signatures and distribute paychecks.
- Process district reimbursements for staff members and maintain a record of purchases.
- Monitor and balance assigned school budgets; ensure expenditures do not exceed revenues; resolve discrepancies; compile related reports as directed.
- Obtain substitute personnel; greet and orient substitute personnel; provide keys and instructional materials and maintain related records.
- Maintain accurate and current student emergency release information and oversee the release of students to authorized families/guardians or approved individuals.
- Assist with administration of first aid and dispense approved medication to students in accordance with physician instructions and District policy; notify parents of ill or injured students as needed; contact emergency personnel as necessary.
- Work with school site and district staff to receive and post regular updates and information for website and communication applications to maintain the timeliness of the content.
- Regularly review (spell-check/error check) all web and communication application content to identify where the corrections are needed.
- Keep current with the District website and communication application guidelines, regulations, and receive input, feedback, and advice concerning content and display from the Communications Coordinator.
- Prepare general and consultant contracts and MOUs for Board approval. Communicate with vendors to exchange information, request necessary paperwork, and resolve issues (excludes Middle School).
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
- Assure the safety of students by following health protocols and safety rules.
- Perform other duties as assigned by the supervisor.

Knowledge:

- Understand and follow oral and written instructions.
- Communicate effectively both verbally and in writing.
- Manage time and organize work effectively.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.
- Basic computer skills including email and district applications.

- Modern office practices, procedures.
- Financial and statistical record-keeping techniques.
- Interpersonal skills using tact, patience, and courtesy.
- Applicable sections of State Education Code and other applicable laws.
- Basic budgeting practices regarding monitoring and control.
- District organization, operations, policies, and objectives.
- Basic administration of first aid techniques.

Abilities:

- Work cooperatively with diverse staff, students, and community.
- Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
- Follow verbal and written instructions with minimal supervision and use good judgment.
- Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
- Compose correspondence independently or from verbal instructions.
- Work independently with minimal direction.
- Prioritize work to meet deadlines.
- Establish and maintain a variety of filing systems.

Education and Experience:

- Any combination equivalent to graduation from high school and two years increasingly responsible clerical experience.

Requirement Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.
- Valid First Aid and CPR Certification issued by an authorized agency.

Working Conditions:

1. Environment:

- School Office environment.
- Constant interruptions.
- Occasional contact with emotional, dissatisfied, or demanding individuals.
- Outdoor environment when required.

2. Physical Requirements:

- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods.
- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Ability to lift up to 25 pounds.

3. Hazards:

- Potential for contact with blood and other body fluids.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).