

Job Description

Liberty Public School District

Administrative Assistant - Guidance

Purpose Statement

The job of Administrative Assistant - Guidance is done for the purpose/s of providing clerical support to school counselors at a school site; establishing and maintaining records; compiling and distributing materials and reports; and responding to inquiries from a variety of internal and external sources.

This job reports to Principal

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Collects payments for a variety of financial debts (e.g. fines, fees, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data (e.g. grade reports, standardized testing, permanent records, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or activities (e.g. proper distribution of materials to a variety of departments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Maintains student records and supports the Parent Portal for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Prepares a variety of correspondence, reports and other materials (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. grades, MAP information, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Provides clerical support to school counselors for the purpose of assisting staff, students and parents.
- Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing department operations.
- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Performs other related duties as assigned (e.g. building duties coverage as needed, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English grammar/punctuation/ spelling/vocabulary; office equipment/software; and office practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; working as part of a team; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, 20% standing. The job is performed in a generally hazard free environment.

Experience: Job related experience is required.

Education (Minimum): High school diploma or equivalent.

Education (Preferred):

Equivalency: .

Required Testing

None Specified

Certificates and Licenses

None Specified

Continuing Educ. / Training

None Specified

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

7/1/2025

Salary Grade

See Classified Salary
Schedule

Revised Date

The purpose and utilization of job descriptions in Liberty Public School District #53 are to ensure the essential functions of each position are articulated in order to create a clear understanding of job expectations for the incumbent while also providing a framework through which the recruiting, hiring, and retaining of employees may be enhanced.

