

## ADMINISTRATIVE ASSISTANT, ELEMENTARY SCHOOL

### **DEFINITION:**

Under the direction of an Elementary School Principal, performs a wide range of administrative, secretarial, clerical, and receptionist duties to support the operations of an assigned elementary school office. The position requires a thorough understanding of the assigned school site, its procedures, and operational details. Key responsibilities include answering phones, scheduling appointments, maintaining records, preparing correspondence, assisting with the administration and preparation of the school budget, and managing the flow of communications and information for the school.

### **QUALIFICATIONS:**

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

#### **Experience:**

- Two (2) years of progressively responsible clerical or secretarial experience, involving frequent public contact in a school environment preferred or sufficient training and experience to demonstrate the knowledge and abilities listed below.

#### **Education:**

- Equivalent to completion of twelfth grade.

#### **Licenses or Certifications:**

- Typing Certificate of forty (40) words per minute (wpm).
- Within six (6) months of employment, acquire and maintain valid CPR and First Aid certificates.

### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant, Elementary, is responsible for managing the daily operations and providing general administrative support for an elementary school office. Under the direction of the Principal, organizes workflows to optimize time and meet deadlines, while overseeing essential office functions such as attendance, registration, and budget management, all in line with established procedures. This role includes a variety of administrative support duties that may vary by site. The Administrative Assistant, Elementary is the first in a career path for clerical and administrative site support. Incumbents in this classification require guidance and perform tasks with limited independence and autonomy, as many duties must be carried out with the Principal's consent. Advancement to the Administrative Assistant Middle, High School, or Alternative Education role requires the ability to design, implement, and maintain efficient work methods and quality standards that comply with the policies and directives set by the Principal or District. Strong organizational and communication skills are essential for effectively handling daily tasks, supporting administrators, teachers, and staff, and engaging with students and parents. Administrative Assistant, Elementary differs from Administrative Assistant, Middle, High School or Alternative Education in that the latter has additional scope and complexity of the secondary school program, in both instructional and extra-curricular activities.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Acts as the primary administrative assistant to the elementary school Principal; assists the Principal by handling routine and complex administrative support tasks and coordinating the workflow and clerical support activities of the school office

### ADMINISTRATIVE ASSISTANT, ELEMENTARY SCHOOL

- Composes correspondence independently, or with only general direction or review; proofreads a variety of documents
- Performs various general clerical accounting assignments; assists in the preparation and administration of the school budget by organizing financial materials, tracking expenditures, and ensuring accurate fiscal records are kept for various programs and school accounts
- Monitors inventory levels of office and designated supplies; orders, receives, and maintains appropriate levels of inventory, books, instructional materials, and supplies as needed; reviews and generates processes purchase orders, requisitions, and reviews invoices as assigned
- Prepares and updates monthly and annual reports including registration, student attendance, enrollment, incident reports and mandated costs (i.e., crime report and mandated costs)
- May assign work to clerical personnel or volunteers; assist in the training of new office staff and volunteers
- May assist in securing substitutes to ensure adequate coverage for school site
- Orients personnel and provide keys, pertinent information, and other materials or equipment
- Reviews employee time cards, stipends and reconciling personnel absence records
- Research, compiles, and reviews data for special projects and various reports as requested
- Serves as the first point of contact and liaison between the Principal, administrators, teachers, district personnel, parents, volunteers, and the public; screens visitors, emails, and mail; initiates and answers telephone calls which may include contact with students and parents or others who have limited English skills
- Manages communication regarding school activities, events, and schedules using a variety of methods (i.e. Digital platforms or software)
- Oversees and maintains school website content to ensure information is readily available
- Responds to questions and provides information on department/assigned program policies and procedures; refers inquiries as appropriate
- Maintains records, databases, and files regarding school office administrative activities including confidential material
- Maintains appointment schedules and school calendars; arranges meetings, training, staff conference travel, and other special events; reserves room(s) and assists with room set up as needed
- Coordinates the use of school site facilities
- Responsible for programming school site bell schedule
- Communicates with personnel, vendors, and various outside agencies to exchange information and resolve issues or concerns
- Enrolls, transfers, and withdraws students; assists with registration duties as needed
- Assists in the supervision of students in the school office
- Monitors student enrollment to optimize average daily attendance; maintains records of student attendance and test score records
- Coordinates exchanges of library and audio-visual material among the teachers
- May perform first aid and dispense medication, on a voluntary basis, to students in the absence of health care staff and in accordance with district policy; processes employee and student injury reports
- Member of the site safety team and assists in emergency response and recovery efforts
- Performs clerical duties related to school office activities such as typing, filing, and distributing mail
- Operates a variety of office machines, equipment, and assigned software; provides assistance to teachers and staff on work requiring the use of office machines or equipment
- Perform other related duties as assigned that support the objective of the position

## ADMINISTRATIVE ASSISTANT, ELEMENTARY SCHOOL

### KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies, and procedures
- Modern office methods, practices, and procedures
- Basic mathematical skills and computations
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Attention to detail and accuracy in data entry
- Principles of training and work direction
- Basic first aid and CPR techniques
- Operation of a computer, assigned software and office equipment
- Interpersonal skills using tact, patience, and courtesy

### ABILITIES AND SKILLS:

- Plan, prioritize, and organize work to meet deadlines, schedules, and timelines
- Perform a variety of administrative support and secretarial duties to relieve the Principal of administrative and clerical detail
- Perform responsible clerical work and calculations with accuracy and speed
- Serve as liaison between administrators, teachers, staff, students, parents, and the public
- Learn specific district policies, rules, and laws quickly and apply them with good judgment in a variety of procedural situations
- Maintain a variety of records, reports, logs, and files
- Work well under pressure of deadlines and with frequent interruptions
- Prepare spreadsheets, graphs and charts, and enter, import, and export data to and from databases
- Compose correspondence and written materials independently
- Greet visitors, staff, and the public tactfully and courteously and answer questions in person, over the telephone, or via email
- Type from clear copy at a rate of 40 words per minute
- Use a computer, assigned software, and office equipment
- Establish and maintain cooperative and effective working relationships with those contacted in the course of work
- Communicate clearly and concisely, both verbally and in writing
- Work independently and collaboratively as part of a team
- Adaptability and flexibility in a fast-paced environment
- Maintain confidentiality of private and sensitive information

### PHYSICAL REQUIREMENTS:

**Physical abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room

### ADMINISTRATIVE ASSISTANT, ELEMENTARY SCHOOL

levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

- Essential functions require, with or without the use of aid:
  - Mobility to move to counter, files and other areas of the school or office
  - Sufficient vision to see small print
  - Sufficient hearing to hear normal and telephone conversations
  - Sufficient dexterity to write, operate a telephone, computer and other business machines

### WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.