

ADMINISTRATIVE ASSISTANT, COMPREHENSIVE HIGH SCHOOL

DEFINITION:

Under the direction of the High School Principal, performs a wide range of administrative, secretarial, and clerical duties and serves to manage the work and support the operations of an assigned comprehensive high 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, 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:

- Four (4) 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:

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

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant, High School is responsible for managing the daily operations, coordinating and directing the work of other clerical staff, and providing general administrative support to a High school office. Under 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 complex administrative support duties that may vary by site. The Administrative Assistant, High School is the senior level in a career path designated for school site office leadership and administrative support. Advancement to this 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. Incumbents in this classification require minimal supervision and perform tasks with a high degree of independence and autonomy, as many duties must be carried out in the Principal's absence from the office. The Administrative Assistant, High School differs from Administrative Assistant, Middle School in scope and complexity of high school programs, in both instructional and extra-curricular activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

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

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- Serves as a resource for other administrative support, coordinates to balance shared workload, solving difficult transactions, and researching files and records to resolve discrepancies
- Review office operating practices and procedures to determine whether improvements can be made in areas such as workflow, reporting procedures or expenditures.
- Train other clerical staff and student assistants and arrange for employee training by scheduling training or organizing training material
- Composes correspondence independently, or with 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
- Research, compiles, and reviews data for special projects and various reports as requested
- Maintains records, databases, and files regarding school office administrative activities including confidential material
- Prepares and updates monthly and annual reports including registration, student attendance, enrollment, incident reports and mandated costs
- May assign work to clerical personnel or volunteers; assist in the training of new office staff, volunteers and/or student assistants
- Serves as the main 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.
- Responds to inquiries and conveys information about high school programs and services provided.
- 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 appointment schedules and school calendars; arranges meetings, trainings, staff conference travel, and other special events; reserves room(s) and assists with room set up for meetings as needed
- Responsible for programming school site bell schedule
- Coordinate the use of school site facilities
- Communicate with personnel, vendors, and various outside agencies to exchange information and resolve issues or concerns
- Coordinate services for graduation and other special events, such as facilities, documentation, signage, displays, pamphlets, special needs requirements, printing, event volunteers, and security
- Reviews employee time cards, stipends and reconciling personnel absence records
- May assist in securing substitutes in order to assure adequate coverage for school site;
- Orients personnel and provides keys, pertinent information, and other materials or equipment
- May assist with student attendance work as required; work permit requests
- Monitors inventory levels of office and designated supplies; orders, receives, and maintains appropriate levels of inventory, instructional materials, and supplies as needed; reviews and, generates requisitions, and reviews invoices as assigned
- Prepares and submits work orders for services.
- Performs clerical duties related to school office activities such as typing, filing, and distributing mail

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- Operates a variety of office machines, equipment, and assigned software
- Perform other related duties as assigned that support the objective of the position

KNOWLEDGE:

- Applicable laws, codes, regulations, standards, policies, and procedures
- Modern office methods, practices, and procedures
- Basic mathematical skills and computations
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Oral and written communication skills
- Attention to detail and accuracy in data entry
- Principles of providing training and work direction
- 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 and interpret specific rules, laws, and policies 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
- Type accurately from clear copy at a rate of 40 net words per minute
- Analyze situations and suggest appropriate action
- 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

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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.