

**CLASS SPECIFICATION
School Administrative Assistant I**

GENERAL PURPOSE

Under general supervision, performs office and administrative support duties and functions for traditional and single track elementary schools; serves as secretary for a school principal and coordinates and oversees the daily operations and activities of a school office; prepares regular and specialized reports, records and files required in connection with school office work or program processes; interacts with staff, faculty and parents on a wide variety of issues; and performs related duties as assigned

DISTINGUISHING CHARACTERISTICS

School Administrative Assistant I performs a wide variety of office and administrative support functions for a school principal and office requiring knowledge of District and school rules, policies and procedures. Incumbents use word processing and spreadsheet skills in the development of a wide variety of correspondence and documents. They provide general office administrative support services and provide backup to other office clerical staff. Assigned work requires the use of initiative and judgment in selecting appropriate work methods, understanding and applying information and interacting with and handling routine to non-routine questions, complaints and problems based on knowledge gained through experience.

School Administrative Assistant I is distinguished from School Administrative Assistant II in that incumbents in the latter class work in middle schools generally with larger student bodies and dealing with a larger volume of student and parent issues and a greater complexity of scheduling and work completion issues.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class. There will typically be an assigned schedule for these duties.

1. Oversees the smooth operations of a school office at a traditional or single track elementary school; continuously interacts with students, parents, faculty and administrators to answer questions, resolve problems and provide support on a wide variety of school policy and activity matters.
2. Serves as secretary to a school principal in a traditional or single track school; represents the principal in providing information on District and school policies and procedures; serves as liaison between the principal and District administrators, other principals, staff, parents, students, outside agencies and the community on a wide variety of issues.
3. Provides work direction to other clerical personnel; monitors workflow and adjusts duties to complete assignments; organizes, trains and assists clerical staff and student and noon aides in performing office functions; provides backup for other clerical and school support staff.
4. Participates in beginning- and end-of-year records processes; creates and distributes cumulative folders and files to faculty; organizes and packs current school year reports and records; creates and

- distributes student placement letters and packets for enrollment; assists in enrolling new students, including reviewing and verifying student registration information, checking immunizations, preparing class schedules and making class assignments; drops and transfers students as needed; maintains student class lists; sets up new classes in the system and inputs students for the next school year; prepares class rosters; sets up teacher course catalogs; runs lists for feeder schools; monitors and maintains school enrollment data and information; prepares enrollment verification letters for parents.
5. Prepares and distributes student attendance reports and absence lists; clears absences in the absence of the Attendance Technician; prepares or reviews monthly ADA reports.
 6. Types, composes and revises reports, correspondence, memoranda, newsletters, calendars, schedules, notices, handbooks, lists, bulletins, agreements and other documents for distribution to staff, parents and students; types from rough notes, drafts, and brief oral instructions; composes standard correspondence; creates standard spreadsheets; maintains and updates confidential employee, student and office files, logs, lists, directories, records and databases according to District policies and regulations; designs and revises forms; data enters information; collects and compiles statistical data for preparation of state, District and school reports; maintains master and monthly school calendars.
 7. Answers, screens and directs telephone calls and visitors; dispatches emergency calls to the appropriate person; researches requests from District employees or the public; responds to questions and complaints and provides detailed, technical information regarding policies and procedures according to established procedures.
 8. Assists with school and program budget planning processes; maintains school and program budgets, including requesting approval for special expenses, writing checks, balancing accounts and making deposits; reviews financial activity reports and prepares budget reallocation requests as needed; compiles data; checks account numbers against appropriation ledgers; maintains petty cash funds; processes field trip requests, including preparing purchase orders and transportation requests, collecting monies and making deposits.
 9. Schedules and coordinates meetings, conferences and appointments for the principal; assists in organizing and prepares and distributes materials; cancels and reschedules meetings as necessary; prepares agendas and takes minutes; sets up meeting rooms; arranges for refreshments.
 10. Records daily staff attendance information and prepares timesheets and absence reports; collects and submits time reports; receives and distributes paychecks; maintains records of employee time-off; coordinates substitute coverage for certificated and classified staff; assists substitutes with locating classrooms, providing keys and providing standard lesson plans as needed; maintains and updates hours for extra special education staff.
 11. Prepares purchase and warehouse orders for faculty and staff; receives, stores and distributes office supplies, forms, equipment and materials; prepares work orders for school equipment and facilities; prepares and submit print jobs for staff.
 12. Opens, reviews, prioritizes and distributes mail; schedules deliveries and pick-ups; coordinates mass mailings; duplicates and files documents, records and materials.
 13. Maintains comprehensive calendar of school activities and events for school site use, including coordinating use of multi-purpose rooms and scheduling of custodial staff.

OTHER DUTIES

1. Maintains control of school keys and security codes; issues keys to staff and substitutes and maintains log; prepares keys for summer school and program staff; reports lost keys and requests replacements to the District.
2. Assists in administering first aid to students as needed, including dispensing medications and handling emergency situations in the absence of the Health Service Assistant or school nurse; contacts parents as needed.
3. Works with extended learning staff in generating lists, filing data, contacting schools and providing clerical support as needed.
4. Maintains information bulletin in teachers' lounge and staff room; ensures staff lounge and work rooms are maintained in an orderly fashion.
5. Maintains monthly staff number counts for duplicator and photocopier.
6. Responds to monthly radio checks.

QUALIFICATIONS

Knowledge of:

1. School office administrative practices and procedures, including filing and record keeping.
2. State laws, codes and regulations and District policies and practices pertaining to student attendance, the enforcement of attendance policies and those related to minors.
3. Principles and practices of sound business communication; correct English usage, including spelling, grammar and punctuation.
4. District organization, functions, rules, policies and procedures applicable to assigned areas of responsibility.
5. District administrative procedures and forms for human resources, payroll, purchasing, inventory, accounts payable, budgeting and travel processes.
6. Computer hardware and standard and advanced uses of business software, including word processing, graphics, spreadsheet, database and other applications.
7. Basic research techniques, methods and procedures.
8. Basic methods and practices of providing lead work direction.
9. District human resources policies and labor contract provisions.

Ability to:

1. Plan, organize and participate in operations of a busy school office to ensure instructional and other goals of the school site are met and needs of administrators, faculty, parents and students are addressed in an effective and timely manner.
2. Organize, set priorities and exercise sound independent judgment within areas of responsibility.
3. Operate a computer terminal and computer using word processing, spreadsheet and other business software and other standard office equipment.
4. Type accurately at 45 WPM.
5. Interpret, apply, explain and reach sound decisions in accordance with District and school policies and procedures and labor contract provisions.
6. Organize and maintain student office and specialized files.
7. Communicate clearly and effectively, orally and in writing.
8. Understand and follow written and oral instructions.
9. Prepare clear, accurate and concise records and reports.
10. Provide effective work direction and train others in work processes, procedures and technology.
11. Troubleshoot and resolve basic computer software and hardware and office equipment problems.
12. Compose correspondence from brief instructions.
13. Maintain sensitive and confidential information.
14. Use tact, discretion and diplomacy in dealing with sensitive situations and concerned parents, guardians, students and others.
15. Establish and maintain effective working relationships with District administration, faculty, staff, parents, students, the public and others encountered in the course of work, some of whom are abusive or upset.

Education, Training and Experience:

Graduation from high school or G.E.D. equivalent, and four years of increasingly responsible office administrative or secretarial experience, at least two years of which were in a school office; or some combination of education, training and experience that produces the requisite knowledge and ability.

Licenses; Certificates; Special Requirements:

Upon acceptance of the District's offer of employment, new hires may be required to complete a baseline physical examination prior to the first day of employment.

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 class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

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, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; use math and mathematical reasoning; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent work with frequent interruptions; work under intensive deadlines; and interact with District administration, faculty, staff, parents, students, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work in a school office, and the noise level can be occasionally loud.

Board Approval 10/2/2008