



Excellence for All

School/Site Administrative Assistant

Basic Function: Under the direction of the principal/department and/or assigned designee, perform a wide variety of secretarial and clerical duties to assist with a variety of administrative tasks; perform public relations and communication services as assigned.

Distinguishing Characteristics:

The clerical family of job descriptions clarify how each job within this classification fits within the organization and to assist in identifying key differences between classifications which may appear otherwise similar. Positions are distinguished by duties and by the level of administrator the employee supports.

Representative Duties:

Essential Functions

- Maintain District standards of excellent customer service and professional behavior in various and sometimes challenging situations.
- Access and monitor District email daily to receive important updates from school and District administration.
- Participate in staff development and in-service training programs as assigned.
- Perform a wide variety of secretarial and clerical duties to assist with administrative tasks; independently compose letters, memorandums and bulletins as directed.
- Organize budget and financial material to maintain accurate fiscal records; research and assemble data; record expenditures and transfer funds as appropriate; maintain petty cash fund; make deposits as assigned; transfer or process assigned funds as directed.
- Coordinate office activities; coordinate and maintain the calendar of events; open, receive and distribute mail; prepare bulk mailing.
- Serve as receptionist, liaison and reference source for staff, students, parents, and the public; perform public relations and communications services as assigned; provide information over the phone or in person with parents, students, or school personnel as appropriate; route calls to appropriate personnel as necessary; explain school and District policies and procedures; respond to concerns of staff or direct to appropriate personnel.
- Type from rough drafts or verbal instructions a variety of materials such as agendas, master schedules, awards, letters, memorandums, requisitions, lists, bulletins, event programs, statistical data, and other documents as requested.
- Operate a computer and a variety of office machines including typewriter, copier, calculator, and other equipment as assigned; perform minor maintenance on assigned equipment.
- Provide work direction and guidance to clerical personnel and student assistants as assigned; participate in the interview and selection process for clerical staff; provide input regarding evaluations as requested.

In addition, when assigned to a **school** site:

- Prepare attendance sheets for school personnel; post daily attendance; prepare daily absence sheets and distribute to appropriate staff; type absence affidavits and follow-up as appropriate; maintain payroll files; record and distribute payroll warrants; maintain confidentiality of sensitive information.
- Process student attendance: collect attendance rosters and maintain lists of individuals and reasons for absence; call parents to clear unverified absences; prepare periodic attendance reports.
- Prepare and maintain permanent record cards and cum files; prepare transcripts as needed.
- Maintain accurate records and files related to personnel; assist substitute teachers, certificated and classified personnel by providing them with keys and materials; prepare substitute sign in sheets, rosters, phone directory and other materials; type evaluations as assigned.

- Provide general health assistance to ill or injured students; dispense medications according to physicians' directions and District guidelines; determine appropriate health care measures and contact professional medical personnel or arrange for student transportation to medical facilities according to established District policies and procedures.
- In the absence of the Health Technician, may perform basic health care services which are necessary during the school day to enable a child to attend school, and which are prescribed by the child's licensed physician such as glucose monitoring, injections, auto-injector epinephrine, emergency care and other acute health care related duties as assigned.
- Monitor student's behavior assigned to the office for discipline or classroom behavior issues; prepare related correspondence to parents and other individuals as appropriate.
- Monitor school supply inventory; requisition, receive, store, and distribute supplies and office materials.

In addition, when assigned to the **District Office**:

- Order and maintain various forms, supplies and equipment as necessary; process materials, and maintain a variety of complex files and reports.
- Check reports, records, and other data for accuracy, completeness, and compliance with established standards.

Other Duties:

- Perform related duties as assigned.
- May be assigned out of class work as prescribed by Merit Rules and Regulations.

Knowledge and Abilities:

Knowledge of:

- District standards of excellent customer service, interpersonal skills using tact, patience, and courtesy.
- School/office terminology, practices, and procedures.
- Modern office practices, procedures, and equipment.
- Financial and statistical record-keeping techniques.
- Receptionist and telephone techniques and etiquette.
- Operate a computer and assigned software.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- District policies and objectives.
- Business math.
- Basic first aid procedures and practices.

Ability to:

- Understand and follow oral and written directions.
- Establish and maintain effective and cooperative working relationships with others.
- Communicate respectfully and effectively, both orally and in writing, with students, staff, and the public.
- Learn and incorporate new skills, techniques and/or industry trends.
- Maintain regular and consistent attendance.
- Perform and coordinate office, secretarial and clerical work to assist the Principal with a variety of administrative tasks.
- Interpret, apply, and explain school and District policies, rules, and objectives.
- Compose correspondence independently.
- Perform duties effectively with many demands on time and constant interruptions.
- Determine appropriate action within clearly defined guidelines.
- Operate a variety of office machines including computer equipment.
- Meet schedules and timelines.
- Plan and organize work.
- Train and provide work direction to others.
- Maintain records and prepare reports.

- Work confidentially with discretion.
- Dispense medications according to physician's directions and District guidelines.
- Perform basic health care services, such as glucose monitoring, injections, auto-injector epinephrine, emergency care and other acute health care related duties.
- Work independently with little direction.
- Complete work with many interruptions.

Education/Licenses/Experience: Any combination equivalent to sufficient education, experience, and/or training to demonstrate the knowledge and abilities listed above. Typically, this would be gained through: High School diploma or equivalence required and three years of increasingly responsible clerical or secretarial experience. Successful completion of the Merit examination process is required.

Licenses/Certificates: Valid First Aid and CPR Certificates.

Working Conditions:

Environment: Office environment with frequent interruptions, with changing priorities and short deadlines, and have direct contact with employees and the public.

Physical Demands: Dexterity of hands and fingers to operate a computer keyboard and other office equipment. Seeing to read a variety of materials. Hearing and speaking to exchange information in person and on the telephone. Sitting for extended periods of time. Bending at the waist, kneeling, or crouching to file materials.

Hazards: May be required to maintain calm demeanor and customer service to dissatisfied individuals. Potential for contact with bloodborne pathogens.

Emergency Conditions: Pursuant to California Government Code Section 3100, all public employees are required to serve as disaster service workers subject to such disaster service activities as may be assigned to them by their supervisor or by law.

Salary Range: 122

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Revised: Standard Education/Exp language 9/27/17; Updated job duties 6/22/18

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