

CLASS TITLE: ADMINISTRATIVE ASSISTANT–PRESCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the assigned Supervisor, perform a wide variety of clerical and secretarial duties to support preschool operations and to assist the Preschool Administrator and/or Principal(s) in administrative tasks; perform public relations and communications services for the Preschool Administrator and/or Principal(s).

ESSENTIAL DUTIES:

Communication

- Serve as secretary assistant to the Preschool Administrator and/or Principal(s), initiate and receive telephone calls, compose correspondence independently, prepare, and distribute communications, newsletters, flyers and bulletins, schedule conferences, appointments and meetings, receive, open, prioritize, distribute mail and maintain department website.
- Greet visitors to the school office; provide information to students, parents, staff and the public via email and other communication tools concerning district and school policies, procedures, actions, activities and schedules as appropriate; maintain Preschool Administrator and/or Principal(s) calendar and school calendar of events.
- Initiate and receive telephone calls; communicate using email and School Messenger take and relay messages; greet visitors to the school office; provide information to students, parents, staff and the public; apply and explain District policies and school procedures and regulations; open, sort and route mail and communications.
- Communicate with other departments, District staff and outside organizations regarding school operations, activities, supplies, policies and procedures and student information.
- Keep current with District website and communication application guidelines, regulations, and receives input, feedback, and advice concerning content and display from the communications coordinator.
- Regularly work with and attend outside organizations, trainings, and community meetings related to State Preschool.
- Support and participate in parent engagement activities throughout the school year.
- Enroll, register and schedule new students; complete enrollment information; complete records for the release or transfer of students; maintain confidentiality of student information as required in compliance with State Preschool regulations and requirements.

Enrollment/Registration

- Participate in student registration activities; Assist parents with proper completion of enrollment forms; enroll and drop students as appropriate; verify residence requirements, birth dates and health records; determine teacher assignments and verify class space; maintain related records.

Attendance/Records

- Coordinate transitional kindergarten/ kindergarten registration for preschool families.
- Oversee and participate in various attendance-related duties; contact parents and guardians to verify absences; prepare and maintain attendance and absence reports and lists according to established procedures; maintain student database system regarding absences, distribute attendance rosters to teachers.
- Type, file, request and send student records to and from other schools according to established procedures; create and maintain student files.
- Working with site personnel maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Office Duties

- Coordinate Preform office activities to assist the Preschool Administrator and/ or Principal(s) in administrative tasks; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.
- Collect, compile, organize and record a variety of data related to personnel and student activities; prepare and maintain related records, files and logs, and including licensing requirement for state preschools.
- Operate a variety of office equipment including calculator, copier, computer, scanner and fax machine, laminator machine, and phone system.
- Monitor and balance assigned budgets; assure expenditures do not exceed revenues; resolve discrepancies; compile related reports as directed.
- Inventory and order office, classroom and school supplies, materials and equipment; complete and submit requisitions to District; receive, distribute and store supplies; match invoices and process for payment. Confer with vendors to resolve issues related to merchandise received.

- Assist as needed first aid and dispense approved medication to students in accordance with physician instructions and District policy; notify parents of ill or injured students as needed; contact emergency personnel as necessary.
- Requisition, receive, store and distribute supplies and office materials; confer with vendors to resolve issues related to merchandise received.

Subs

- Obtain substitute personnel; greet and orient substitute personnel; provide keys and instructional materials and maintain related records.
- Maintain payroll for certificated, classified and other personnel; maintain accurate records of substitute teachers and accounts to be charged; receive and distribute paychecks.
- Perform related duties as assigned, including duties related to the school site or office where assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Financial and statistical recordkeeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral Verbal and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic budgeting practices regarding monitoring and control.
- District organization, operations, policies and objectives.
- Basic first aid techniques.
- Operation of a computer and district software.
- State licensing requirements.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities.
- Perform public relations and communications services for the Preschool Administrator and/or Principal(s).
- Communicate effectively with students, parents, staff and administration.
- Answer telephones and greet the public courteously.
- Compose correspondence independently or from verbal instructions.
- Complete work with many interruptions.
- Work independently with little direction.
- Prioritize work in order to meet timelines.
- Understand and follow verbal and written directions.

- Learn, interpret and explain rules, regulations, policies and procedures.
- Establish and maintain records and files and prepare reports.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office equipment including a computer and district software and State Preschool database.
- Monitor and control assigned budgets.
- Add, subtract, multiply and divide quickly and accurately.
- Establish and maintain a variety of filing systems.
- Work confidentially with discretion.
- Requires sufficient relations skills to exhibit positive customer service and works as a productive member of a team.
- Administer first aid.

EDUCATION AND EXPERIENCE:

- Any combination equivalent to: graduation from high school and two years increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

- Valid First Aid and CPR Certification issued by an authorized agency.
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WORKING CONDITIONS:

ENVIRONMENT:

- School office environment.
- Constant interruptions.
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PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Visual acuity to read a variety of materials.
- Hearing and speaking to exchange information in person, or on the telephone, and via videoconference.
- Sitting for extended periods of time.
- Bending at the waist, kneeling or crouching to file materials.
- Lifting, carrying, pushing or pulling moderately heavy materials and supplies, up to 25 pounds.

HAZARDS:

- Potential for contact with blood and blood-borne pathogens.
- Contact with dissatisfied individuals.

TERMS OF

EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.