

**Sunnyvale School District**  
**Position Title: School Administrative Assistant I**

**Work days/month:** 228 days / 11 months

**Salary:** Range # 27 (<https://www.sesd.org/Page/719>)

**Basic Functions:**

Under the direction of a Principal(s), perform a variety of clerical duties in support of an assigned school office; answer telephones and communicate with the public; greet and assist students, parents, and other visitors; compile and maintain a variety of records including student attendance and cumulative records.

**Essential Duties & Responsibilities:**

1. Perform a variety of office functions and activities in support of an assigned school office; prioritize and schedule duties and activities as necessary to ensure efficiency and effectiveness.
2. Initiate and receive telephone calls; communicate using email and school messaging systems, 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.
3. 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; issue readmits to students; maintain student database system regarding absences, readmits, and tardies; distribute attendance rosters to teachers.
4. Participate in student registration activities; assist parents/guardians with proper completion of forms; enroll and drop students as appropriate; verify residence requirements, birth dates, and health records; verify class space; maintain related records; ensure emergency cards are completed and up-to-date.
5. Type, file, request and send cumulative student records to and from other schools according to established procedures; create and maintain student cumulative files.
6. Communicate with other departments, District staff, and outside organizations regarding school operations, activities, supplies, policies and procedures, and student information.
7. Generate a variety of written materials including reports, records, schedules, communication, and statistical data; input and update data on a computer and generate lists and reports as required.
8. Operate a variety of office equipment including but not limited to: calculator, copier, computer, scanner, fax machine, laminator, and phone system.
9. Assist with administering routine first aid to students and staff; dispense medication according to physician instructions and District policy; prepare and maintain related records; notify parents of ill or injured students as needed.
10. Inventory and order office, classroom, and school supplies, materials, and equipment; complete and submit requisitions; receive, distribute, and store supplies; match invoices and process for payment.
11. Monitor student activity funds; process reimbursements from the funds; assign budget numbers for expenses.
12. Monitor independent study contracts; issue contracts; obtain parental/guardian signatures; explain procedures and assist in filling out forms; submit contracts to the Principal and District Office for approval.
13. Perform related duties as assigned.
14. Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures.
15. Assure the safety of students by following health protocols and safety rules.
16. Perform other related duties as requested by the supervisor.

**Knowledge:**

1. Modern office practices and procedures.
2. Record-keeping systems and requirements.
3. Correct English usage, grammar, spelling, punctuation, and vocabulary.
4. Applicable sections of State Education Code and other applicable laws.
5. Basic first aid.
6. Verbal and written communication skills.
7. Basic math.
8. Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
9. Basic computer skills including email and district applications.

**Abilities:**

1. Perform a variety of clerical duties in support of assigned school office.
2. Understand and follow verbal and written directions.
3. Answer telephones and greet the public courteously.
4. Learn, interpret, and explain rules, regulations, policies, and procedures.
5. Establish and maintain records and files and prepare reports.
6. Communicate professionally and clearly both verbally and in writing.
7. Work cooperatively with diverse staff, students, and community.
8. Follow verbal and written instructions with minimal supervision and use good judgment.
9. Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
10. Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

**Education and Experience:**

1. Possess a high school diploma.
2. Clerical experience preferred.

**Required Licenses & Certificates:**

1. Valid First Aid and CPR Certification issued by an authorized agency.
2. Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

**Working Conditions:****1. Environment:**

1. School office environment.
2. Constant interruptions.
3. Must be able to function in an office environment engaged in work of primarily a sedentary nature
4. Occasional interaction with emotional, dissatisfied, or demanding individuals.

**2. Physical Requirements:**

1. Visual acuity to read a variety of materials in both print and digital formats.
2. Auditory ability to exchange information.
3. Sitting/standing for extended periods.
4. Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
5. Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
6. Lifting, carrying, pushing, or pulling moderately heavy objects, up to 25 pounds.

**3. Hazards:**

1. Contact with dissatisfied individuals.
2. Potential for contact with blood and other body fluids.

**Terms of Employment:**

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

**Evaluation:**

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).