

**JOB DESCRIPTION****ADMINISTRATIVE ASSISTANT – SITES****Range 41 Classified Salary Schedule (ESD/HSD)****209 or 238 Work Days (11 Months) OR 261 Work Days (12 Months)****DEFINITION:**

Under general supervision, performs a variety of high level responsible clerical and secretarial work. The work of the class consists of varied general office duties involving skilled operation of office equipment, standard office procedures, and responsible contacts with students, parents, and community members. Workers may maintain and report attendance, type reports, answer phones and take messages, photocopy and assemble materials, and maintain files. The Administrative Assistant is an experienced level classification in the clerical job family. Duties require secretarial support, the exercise of sound judgment in interpretation and application of District policies and procedures, enrollment and immunization requirements, submission of reports, and excellent communication and interpersonal skills. Employees in this class may train and provide work direction to other clerical employees and typically serve as a primary resource to others regarding the procedures and operations of an assigned program or function. It is necessary to continue to acquire and refine word processing and other related job skills. Fully experienced workers use initiative and independent judgment to follow through on matters to see that assigned tasks and activities are completed correctly and in a timely manner. Advocates on behalf of students; understands the needs of the students and follows up when appropriate; builds successful relationships with students to ensure a productive school environment; understands his or her role and responsibility and how they contribute to student achievement; anticipates and responds quickly to student needs; contributes to creating and maintaining a positive and safe environment for students; treats all students fairly.

**EXAMPLES OF ESSENTIAL FUNCTIONS:**

*(The job duties listed are typical examples of the work performed by this job classification. Not all duties assigned are included, nor are all duties listed performed in every office.)*

- Performs highly complex, confidential and responsible work
- Independently performs varied and increasingly responsible secretarial work
- Acts as initial point of contact with students, community, visitors, parents, staff, and others
- Works as liaison between administrative staff, teachers, district office, adult organizations, outside agencies, students, parents and other community members
- May prepare attendance information using data entry and retrieval system based on information collected from classes
- Provides positive customer service to staff and the community, resolves issues with a calm and professional demeanor
- Provides direct support to the site or district administrator
- Interviews callers; furnish the desired information, refer callers or arrange appointments.
- Supports administrators with certificated and classified evaluation processes
- Simultaneously handles multiple ongoing projects or processes
- Prepares and updates schedules, calendars and lists
- Is original and creative to relieve administrator from a variety of administrative office details
- Provides specialized assistance and information to callers and visitors regarding district procedures for and other assigned programs or functions
- Establishes and maintains cooperative relationships with those contacted in the course of work
- Exercises considerable diplomacy and judgment on complex, confidential and controversial issues
- Performs data processing duties related to needs of the department or site as necessary, including verifying addresses and emergency information for students and updates within the student information system
- Demonstrates superior problem-solving and organizational skills and initiative
- Maintains cumulative files
- Ability to manage Voice Mail System, Telephone System, Connect-Ed and Marquee Systems
- Trains and provides work direction to other clerical staff as assigned, including oversight of accuracy, meeting timelines and review of work
- Attends trainings and workshops as necessary to maintain expertise

- Serves as primary contact with district staff regarding clerical functions
- Chief trouble shooter for new employees
- Serves as clerical assistant to one or more administrators and staff
- Composes correspondence, memoranda, reports, and minutes of meetings from rough drafts or instructions with independence
- Creates school publications of a professional caliber
- Prepares letters, reports, lists, requisitions, and bulletins
- Maintains and updates the website for the school or office, and organizes electronic communication to staff and community
- Performs a variety of highly skilled responsible clerical duties including greeting visitors, preparing mailings, and other duties as requested
- Maintenance of school budget, purchasing responsibilities
- Receives telephone requests; prepares and enters information into computer and maintains ongoing accurate filing systems
- Operates photocopy machine; receives work and sets controls to produce desired output
- Performs routine service of office equipment
- Supervises compilation and distribution of summer mailings to staff and students
- Opens, sorts, and distributes mail as needed
- Maintains records; may check vendor invoices for accuracy
- May print class size lists for schools on a weekly basis as needed
- Assists in resolution of concerns from parents and staff
- Exercises Emergency Procedures & Policies
- Uses good judgment, initiative and speed when dealing with emergency situations
- Analyzes situations and adopt a course of action; solve many problems independently without supervision
- Be flexible
- Delegate as necessary
- May assist with first aid as needed
- Performs other duties as assigned

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Bilingual preferred.
- Knowledge of District policies and procedures for student enrollment
- Knowledge of available district student programs
- Knowledge of office practices and procedures, including business correspondence, filing, and the operation of common office equipment, including computer
- Knowledge of business English, spelling, and math and demonstrated ability to perform all skills and functions proficiently in English
- Demonstrated excellent customer service skills and ability to communicate effectively with all staff, parents, students, members of the community and others
- Highly extensive skills in keyboarding and database management using a variety of computer programs, e.g. Word, Excel, PowerPoint, and student information systems, as well as website design/updating
- Ability to schedule and plan clerical work efficiently and without supervision
- Ability to perform a variety of clerical work including, maintaining records, verifying and compiling data, and preparing routine written and electronic reports from such data and records
- Ability to make minor decisions in accordance with established departmental policies and procedures and to apply these to standard work situations
- Demonstrated Ability to learn, interpret, apply and explain rules, regulations, policies and procedures related to the assignment
- Ability to establish and maintain positive and effective relationships with all staff, teachers, students, parent volunteers, and the public

The Board of Education prohibits unlawful discrimination against and/or harassment of district employees and job applicants on the basis of actual or perceived race, color, national origin, ancestry, religion, age, marital status, pregnancy, physical or mental disability, medical condition, veteran status, gender, sex or sexual orientation, gender identity, gender expression, or genetic information at any district site and/or activity. The Board also prohibits retaliation against any district employee or job applicant who complains, testifies or in any way participates in the district's complaint procedures instituted pursuant to this policy.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to graduation from high school and a minimum of four years' experience involving public contact. Two years' increasingly responsible clerical experience is required. Other combinations of applicable education, training, and experience which provide the knowledge, abilities, and skills necessary to perform effectively in the position may be considered.

**CERTIFICATE AND LICENSE REQUIREMENTS:**

- Red Cross First Aid Certification
- Typing test required with a minimum 45 WPM score achieved

**PHYSICAL REQUIREMENTS:**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting (up to 20 pounds), carrying, pushing, and/or pulling; significant manual dexterity, particularly to perform keyboarding tasks daily. Sufficient hearing and speaking ability for normal voice level and telephone conversations and to hear and speak to be understood in indoor and outdoor settings. Generally the job requires 70% sitting, 15% walking, and 15% standing.

CSEA Approval: June 10, 2015

Board Approval: June XX, 2015

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