

Administrative Assistant - Elementary

Purpose Statement

The job of Administrative Assistant - Elementary is done for the purpose/s of providing complex and confidential secretarial, bookkeeping and administrative support to the school-site principal, other personnel, students and families; conveying information regarding attendance, school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Principal

Essential Functions

- Attends department and in-service meetings for the purpose of conveying and gathering information required to perform functions.
- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, internet research, etc.) for the purpose of preparing reports, making recommendations, and preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, music programs, seminars, daily announcements, special events, etc.) for the purpose of completing daily activities and delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee/student records, financial records, reports, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors building security (e.g. building cameras, school entrance system, visitor check in/ check out, etc.) for the purpose of ensuring a safe and secure environment.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, daily announcements, student referrals for illness or discipline, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Performs office work that supports the school operations (e.g. all monetary processes including various budgets, bank deposits, lunchroom balances, correspondence, scheduling, etc.) for the purpose of ensuring accurate and appropriate completion of daily processes, in compliance with District and administrative regulations and guidelines.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc and attendance reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Provides nursing processes, if nurse is unavailable (e.g. charting, parent contact, meds, etc.) for the purpose of ensuring implementation of necessary procedures for student health.

- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Researches discrepancies of attendance information for the purpose of providing information and recommendations, and ensuring student data accuracy.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supervises a variety of processes (e.g. substitutes scheduling, bank deposits, communications, parent-volunteer coordinators, facility request forms, supply orders, etc.) for the purpose of maintaining the daily educational activities at the school site.
- Supports assigned administrator for the purpose of providing assistance with administrative functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; and communicating effectively while speaking and writing, and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; knowledge of all programs and procedures at school site; and common office machines.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Non Exempt

Approval Date

6/25/2018

Salary Grade

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