

Administrative Assistant - Rock River

Purpose Statement

The job of Administrative Assistant - Rock River is done for the purpose/s of ensuring accurate support services are implemented within the School; resolving attendance related issues; ensuring compliance with state reporting and documenting requirements; conveying information to appropriate parties; providing general and reception support to Principal; resolving bookkeeping-related issues; complying with state and District reporting and documenting requirements; and providing general clerical support, information and/or direction as may be assigned at school site.

This job reports to Principal

Essential Functions

- Assists Principal (e.g. time sheets for support personnel; ordering, receiving and maintaining inventory of office; updating school budget; answering phones; greeting visitors; completing documents, letters, newsletters, and guides, etc.) for the purpose of providing daily support services to ensure satisfactory operation and processing for Rock River school.
- Assists a variety of staff (e.g. Athletic Director, counselors, class sponsors, etc.) for the purpose of providing necessary development and preparation of school processes and activities.
- Attends department and/or in-service meetings for the purpose of conveying and gathering information required to perform functions.
- Communicates absence and attendance data for the purpose of providing information regarding unexcused absences, tardies, and trancies.
- Directs students (e.g. students awaiting disciplinary action, students awaiting departure from school students awaiting teacher/principal conferences, etc.) for the purpose of providing guidance and referral.
- Maintains a variety of manual and electronic documents, files, and records (e.g. student attendance, notification logs, in school and out of school suspension, pre-arranged absences, field trips, etc.) for the purpose of ensuring knowledge of location of students during the school day and providing historical reference in accordance with established administrative guidelines and legal requirements.
- Manages inventory processes (e.g. preparation of requisitions and purchase orders, obtaining necessary signatures, keeping running-account balances, etc.) for the purpose of ensuring appropriate inventory processes are completed and maintained.
- Monitors students referred for illness or disciplinary action when needed (e.g. administering first aid when necessary; notifying parents as required, etc.) for the purpose of ensuring student welfare and maintaining a secure office environment.
- Notifies parents and/or guardians of student absences for the purpose of meeting district administrative requirements and mandated guidelines.
- Operates automated student attendance system and other software needed (e.g. ten-day absences, perfect attendance, etc.) for the purpose of ensuring accurate tracking and documentation of student attendance.
- Performs office work, including data-entry operations, that supports the school operations (e.g. bus reminders, detention reminders, visitor identification, communications to students and parents, bookkeeping for school accounts, student records, grade reports, etc.) for the purpose of ensuring accurate and appropriate completion of daily processes as outlined by administrator and District.

- Processes documents and materials (e.g. report discrepancies, bookkeeping including cash drawer, daily receipts, sundry accounts, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Procures homework assignments from teachers (e.g. in-school suspension, students absent for more than two consecutive days, etc.) for the purpose of meeting student needs and school and District requirements.
- Researches discrepancies of attendance information, student course work requirements (e.g. unexcused absences, class-period absences, etc.) for the purpose of ensuring accuracy of all daily student attendance data.
- Responds questions from a variety of individuals (e.g. staff, parents, probation officers, other schools, visitors, and students, etc.) for the purpose of providing information and/or directions as may be required.

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 potential need to 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; excellent written and oral communication skills; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: codes, regulations & laws related to student attendance; and knowledge of District regulations regarding school/parents/student relationships, school structure, philosophy, and organization.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using 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 a variety of standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: establishing and maintaining effective working relationships; working with detailed information/data and meeting deadlines and schedules; communicating with diverse groups of individuals; working with frequent interruptions; setting priorities and working under minimal supervision; and maintaining confidentiality.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; directing other persons within a small work unit; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual 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 some temperature extremes and in a generally hazard free environment.

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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