

Administrative Assistant - Whiting

Purpose Statement

The job of Administrative Assistant - Whiting is done for the purpose/s of providing complex and confidential administrative support to the school-site principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating all projects and site processes.

This job reports to Principal

Essential Functions

- Communicates with students, parents, and guardians for the purpose of enhancing student success in school.
- 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 with a wide variety of professional personnel for the purpose of providing/receiving requested information.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, substitute teachers, all front desk/office operations, etc.) for the purpose of ensuring safe and efficient operation within the school.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, accounting processes, substitute teacher files, grades, transcripts, student information, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, student discipline, custodial performance, etc.) for the purpose of achieving school program goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates and presents in a variety of meetings, workshops, and training seminars for the purpose of providing and receiving information, recording minutes, and supporting the needs of the attendees.
- 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 reports, accounting and operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on administrative procedures for the purpose of orienting new personnel and disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, student records, custodial and grounds reports/requests, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in their absence for the purpose of conveying and gathering information required for their functions.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel (e.g. principal, etc.) 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, coordination of daily school processes and programs; 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 solve practical problems. 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; rules and regulations of school district; ACSD registration processes; pertinent information for student files; state legislative processes; basic accounting rules and procedures; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use 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 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 requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working and coordinating a variety of school programs and processes; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; 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 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 50% sitting, 30% walking, and 20% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

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

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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