

Administrative Assistant to Principal (LHS)

Purpose Statement

The job of Administrative Assistant to Principal (LHS) is done for the purpose/s of providing complex and confidential, secretarial and 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 assigned projects and site activities.

This job reports to Principal

Essential Functions

- Coordinates maintenance on office equipment for the purpose of ensuring proper operation.
- Coordinates projects, functions, and/or program components in conjunction with a variety of other parties (e.g. facility usage, honor award ceremony, commencement, meetings, in-service events, travel and accommodations, facility use including assemblies, graduation, etc.) for the purpose of assisting in the planning of site activities and maintaining accurate scheduling for administrator and site.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, financial records, reports, inventories supplies needed, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors budget line-item balances for the purpose of communicating to principal and others: budget balances, potential budget problems.
- Monitors a wide variety of activities on behalf of site principal (e.g. email, District software, key requests, program components, meeting arrangements, account balances, master calendar, etc.) for the purpose of achieving goals for site and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office (e.g. assignments, student and staff check out, etc.) for the purpose of monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and training seminars for the purpose of providing or 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, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Processes purchase orders and receipts for the purpose of tracking expenditures and ensuring items are received and distributed.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, central administration, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supports assigned administrative personnel (e.g. appointments, correspondence, timesheets, etc.) for the purpose of providing assistance with administrative functions and responsibilities.

- Tracks staff absences (e.g. approval for staff professional development travel, etc.) for the purpose of complying with District requirements and developing monthly absence and substitute reports.

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 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 site programs, procedures, and personnel; and common office machines.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate 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 wide diversity of individuals; work with data of varied types and/or purposes; and utilize 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and multitasking.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of 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 45% sitting, 45% walking, and 10% 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 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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