

Administrative Assistant to Principal (LMS)

Purpose Statement

The job of Administrative Assistant to Principal (LMS) is done for the purpose/s of providing complex and confidential secretarial, bookkeeping 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 a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel, rosters, facility use, etc.) for the purpose of for the purpose of maintaining accurate scheduling for administrator and site.
- Maintains data for all staff absences (e.g. travel, leave requests, etc.) for the purpose of maintaining accurate records.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, financial records, reports, absence reports, staff development, inventory, work orders, e-mail groups, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Oversees the work activities within the office (e.g. phones, greeting visitors, photocopying, tours, software assistance, etc.) for the purpose of organizing site assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or training 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, newsletters, e-mails, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) 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, etc.) for the purpose of disseminating information in compliance with administrative guidelines and regulatory requirements.
- 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.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Serves as school bookkeeper for the purpose of ensuring accurate financial records and monthly reconciliations.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions and responsibilities.

Other Functions

- Performs other related duties as assigned (e.g. acting as nurse, etc.) 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 single, technical 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; performing basic bookkeeping and record keeping; and written and oral communication skills.

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; common office machines; junior high activities; and HR processes.

ABILITY is required to schedule a number of activities, meetings, and/or events; often 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 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 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; 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 using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring 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 70% sitting, 15% walking, and 15% 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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