

LAS LOMITAS ELEMENTARY SCHOOL DISTRICT
JOB DESCRIPTION

SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform a variety of specialized and complex administrative support duties coordinating assigned school office activities at an assigned elementary or middle school site requiring independent judgment and knowledge of school policies, procedures and regulations; serve as primary assistant to the Principal relieving the Principal of routine administrative detail; perform public relations and communications services for the Principal; assist in ensuring smooth and efficient office operations.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Assistant classification performs specialized and complex administrative duties, requiring independent judgment and knowledge of designated policies, procedures and regulations at an assigned elementary or middle school site. Incumbents serve as the primary secretary to a Principal at an assigned school site.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinate a variety of activities to relieve the Principal of routine administrative detail; work directly with the Principal to carry out school policy, planning and procedures; assist in ensuring smooth and efficient office operations.
- Perform primary administrative support duties for the Principal; meet with the Principal daily to discuss priorities and duties, state and district procedures and expenditures, and approval of personnel request forms and purchase requests.
- Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; explain school office or program policies and procedures; provide technical information and interpretation concerning policies and procedures of assigned school program or office.
- Coordinate coverage for staff absences as needed; prepare timesheets and sub folders for substitute teachers; print class roster for substitutes' attendance; maintain related personnel absences logs and timesheets; notify staff of absences according to established procedures;
- Receive, distribute and respond to incoming and outgoing e-mail and mail; compose correspondence independently; type, format and process a variety of records and documents related to assigned activities such as letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; proofread completed typing assignments; prepare and accurately maintain a variety of reports, files and data relating to students, staff, operations and activities.
- Process enrollments and transfers for students; prepare and close-out administrative and clerical records at conclusion of academic school terms; ensure proper documentation for incoming students.
- Update and maintain student grades and transcript information; respond to student record and transcript requests; prepare and maintain student files.
- Organize and coordinate communications between Principal, staff, students, parents, personnel and the community, explaining Board policies and administrative procedures as needed; resolve issues or refer to appropriate staff or administrator according to established guidelines and procedures.
- Maintain the principal's calendar by scheduling appointments for teachers, students, parents and community members; organize meetings for various groups and organizations; maintain calendar for conference room and reserve rooms as needed.
- Maintain staff evaluation logs and coordinate the scheduling of appointments for evaluations.
- Assist in completing personnel requisition forms as assigned; print and provide related materials to interviewees and interviewing staff; coordinate interview schedules; process new employees according to established procedures.
- Coordinate with local municipal authorities, and District and school staff for emergency and disaster preparedness drills; communicate with police department regarding vandalism, theft, break-in, and related matters.

- Participate in scheduling and coordinating various special events including field trips, open house, parent information night, dances, promotion/graduation, strategic planning, and other activities as assigned by the position; prepare materials, notify participants, and receive and process fees as appropriate.
- Perform general financial record-keeping duties related to various school funds; process and maintain accurate record of various grants as assigned; process requisitions and maintain report of requisition orders.
- Maintain inventories of office and classroom supplies as assigned.
- Operate a variety of office equipment including computer, calculator, copier, printers and assigned software; order office supplies and inventory as needed.
- Issue keys and alarm codes to school staff according to established procedures; maintain key security file as assigned.
- Perform activities related to the daily opening and closing of the school office.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical or secretarial experience involving frequent public contact.

Licenses and other Requirements:

- Ability to obtain a Valid First Aid and CPR certification issued by an authorized agency.

Knowledge of:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Letter and report writing skills.
- Applicable sections of State Education Code and other applicable laws.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Organizational operations, policies and objectives.
- Operation of a computer and assigned software.
- Operation of standard office machines.

Ability to:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.
- Understand and perform duties within scope of authority.
- Establish and implement revised office procedures as needed and according to established guidelines.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Type or input data at an acceptable rate of speed.
- Perform duties effectively with many demands on time and constant interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Understand, interpret, apply and explain rules, regulations, policies and procedures.

- Operate a variety of office machines including typewriter, computer, calculator and copier.
- Plan and organize work.
- Meet schedules and time lines.
- Maintain good public relations with students, parents, teachers and the public.
- Communicate effectively both orally and in writing.
- Compile and maintain accurate records, verify data and prepare reports.

WORKING CONDITIONS:

Work Environment:

- Office Environment.
- Constant Interruptions.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Sitting for extended periods of time.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.
- Hearing and speaking to exchange information in person or on the telephone.
- Seeing to read, prepare and ensure the accuracy of documents.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

Board Approved: 2/9/05, 2/14/18

FLSA Status: Non-Exempt