
SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the Principal, perform varied and responsible secretarial and administrative assistant duties to relieve the Principal administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information for the Principal; prepare and maintain a variety of records and reports related to assigned activities; serve as a liaison to administrators, teachers, parents, students and personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform varied and responsible secretarial and administrative assistant duties to relieve the school Principal of administrative and clerical detail; plan, coordinate and organize office activities and coordinate flow of communications and information; assure smooth and efficient office operations.

Serve as a liaison to administrators, teachers, parents, students and personnel; receive and assist school office visitors, including administrators, staff, parents and the public; provide information or direct to appropriate personnel; provide technical information and assistance related to school operations and related laws, rules, regulations, policies and procedures.

Serve as primary secretary to the Principal; perform public relations and communication services for the Principal; receive, screen and route telephone calls; take, retrieve and relay messages as needed; notify Principal of parent relations, staff operations, equipment needs or other issues as necessary.

Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, substitutes, attendance, staff, projects and assigned duties; gather and prepare reports for outside and local agencies as needed; establish and maintain filing systems; maintain student cumulative files as assigned; assist with preparing budget reports for review; maintain and disseminate the master calendar.

Receive, code, monitor and process employee timesheets according to established procedures; prepare payroll reports according to established procedures; monitor timesheets and absences; arrange for substitutes as needed; distribute classroom keys to substitutes as needed; assist with preparing schedules for absentee teacher coverage.

Coordinate, schedule and attend a variety of meetings, conferences, assemblies, annual school events, field trips, fundraisers and special events; prepare and send out notices of meetings; compile and prepare agenda items and other required information as assigned.

Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets, manipulate data and generate various computerized lists and reports as requested; assure accuracy of input and output data.

Process a variety of reimbursement requests, requisitions, purchase orders, personnel requests and other information as assigned; process a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Compose independently, from oral instructions, note or rough draft a variety of materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures and other materials.

Assist with student attendance, enrollment and registration activities as needed; enter student information into assigned systems; prepare student records requests and submit requests student records requests from outside schools.

Communicate with a variety of internal contacts, personnel and various outside agencies to exchange information and resolve issues or concerns.

Operate a variety of office equipment including a calculator, copier, fax machine, laminator, binding machine, computer and assigned software.

Receive, sort and distribute mail and e-mails; prepare and distribute informational packets and bulk mailings as directed.

Monitor inventory levels of office and school supplies; order, receive and maintain appropriate levels of inventory as required.

Assist health office staff as needed; administer basic first aid and assist with providing prescribed medication to students according to established policies and procedures as needed; notify parents of health related issues.

OTHER DUTIES:

Prepare and maintain drill schedules.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

School organization, operations, policies and objectives.
Applicable laws, codes, regulations, policies and procedures.
Policies and objectives of assigned programs and activities.
Terminology, practices and procedures of the school office.
Record-keeping and filing techniques.
Business letter and report writing, editing and proofreading.
Telephone techniques and etiquette.
Modern office practices, procedures and equipment.
Data control procedures and data entry operations.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.
Mathematic calculations.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications and information for the Principal.
Assure smooth and efficient office operations.
Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Compose correspondence and written materials independently or from oral instructions.
Answer telephones and greet the public courteously.
Complete work with many interruptions.
Compile and verify data and prepare reports.
Maintain calendars and participate in coordinating various events.
Maintain a variety of records, logs and files.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Establish and maintain cooperative and effective working relationships with others.
Meet schedules and time lines.
Work independently with little direction.
Communicate effectively both orally and in writing.
Add, subtract, multiply and divide with speed and accuracy.

EDUCATION AND EXPERIENCE:

Graduation from high school or equivalent;
Clerical or administrative experience in a school office environment involving frequent public contact is highly desirable.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certificates issued by an authorized agency within a designated probationary period.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

The Auburn Union School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, sex, sexual orientation, gender, ethnic group, identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

THE AUBURN UNION SCHOOL DISTRICT MAINTAINS A TOBACCO-FREE, DRUG-FREE ENVIRONMENT.
