



**CLASSIFIED
Job Class Description**

Equal Employment
Opportunity

SCHOOL ADMINISTRATIVE ASSISTANT

DEPARTMENT/SITE: SCHOOL SITE

SALARY SCHEDULE: Classified Salary Schedule
(Group 1)

LEVEL: Range 49

WORK YEAR: 10.5 Months

REPORTS TO: SCHOOL PRINCIPAL OR DESIGNEE

DATE CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: June 18, 2025

JOB GOAL/PURPOSE:

Under the supervision and direction of a School Principal or Designee, to assure the smooth and efficient operation of the school office to maximize its positive impact on student education. The incumbents in this classification provide the school community with responsible school administrative assistance, which directly supports student learning.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Assistant classification is the second level class in the administrative assistant series. Serves as the administrative assistant to the School Principal or Designee. Incumbents in this classification perform complex and responsible clerical and administrative duties in support of the daily operations of an assigned campus.

ESSENTIAL FUNCTIONS, TASKS, AND DUTIES:

Administrative Support and Communication

- Maintain confidentiality of privileged and sensitive information.
- Serve as the principal's and other school administrators' primary administrative assistant; manage calendars, schedule appointments, coordinate meetings, prepare agendas, and maintain confidential records.
- Compose, edit, and format a variety of correspondence, reports, and communications independently, demonstrating knowledge of school and district policies and procedures.
- Manage the school's website content and distribute weekly parent communications, including bulletins and informational email distributions.
- Prepare reports, handbooks, and materials for special projects by gathering, researching, and analyzing information to include accurate and relevant content.
- Assist in the preparation of the school budget; monitor and reconcile expenditures; process staff reimbursements in accordance with district policies and procedures.

- May collect and direct money and funds for various purposes

Office and Staff Coordination

- Ensure a customer-service-focused office environment that is welcoming and supportive of all educational partners.
- Coordinate and supervise office staff and student aides by assigning tasks, providing guidance, and offering input on their performance evaluations.
- Maintain staff attendance, timesheets, and coordinate substitute coverage.
- Order and track supplies, materials, and equipment; maintain accurate purchasing records.

Reception and Communication

- Act as receptionist in the absence of other school office staff; receive visitors, maintain safety standard protocols, provide professional phone support, and manage inquiries.
- Coordinate communication flow for the principal and other school administrators; respond to routine issues and refer complex matters as needed.
- Serve as a key contact between school and district offices, families, and community organizations.
- Distribute materials and respond to staff, family, and public inquiries.
- Serve as a resource for information regarding policies and procedures. Maintain district standard operating procedures (SOPs).

Student and School Support

- Coordinate field trips, including transportation arrangements, permissions, and payments.
- Assist in the administration and accurate maintenance of records related to student discipline procedures.
- Schedule and coordinate school functions, meetings, and events; assign spaces for after-school programs.
- Work with the School Principal and other School Administrators, Plant Foreman, and/or site safety committee team to maintain disaster preparedness plans and participate in drills.

Additional Duties

- Attend staff meetings and take minutes notes as needed.
- Administer first aid during emergencies and in the absence of the health staff.
- Perform other functions, duties, and tasks related to this class as assigned.

JOB QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

Knowledge of:

- Exemplary customer service skills
- Rules, regulations, laws, contracts, and policies governing assigned department operations
- Modern office practices, procedures, and equipment
- Letter and report preparation techniques
- Data management; storage and retrieval systems
- Telephone and electronic communication techniques and etiquette
- Principles of office organization, operations, and administrative practices
- General goals of public education
- Computational methods
- Word processing, spreadsheet, and database programs
- Correct oral and written English usage, including grammar, spelling, punctuation, and vocabulary
- Interpersonal skills, including use of tact, patience, and courtesy

Skills:

- Keyboarding accurately at an acceptable rate of 45 words per minute (WPM)
- Maintain excellent customer service
- Operate a variety of standard office equipment Perform arithmetic calculations
- Establish and maintain a variety of complex and sensitive files and records
- Establish and maintain cooperative working relationships with staff, students, and the public

Ability to:

- Perform complex clerical and administrative work independently and effectively using a variety of software applications
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Compose correspondence and other narrative material
- Assemble and compile data/information and prepare reports
- Maintain complex files and records
- Understand and retain a variety of policies, procedures, and technical written material and information
- Understand and carry out oral and written instructions
- Operate a variety of standard office equipment
- Demonstrate respectful and professional customer service skills
- Meet schedules and timelines
- Maintain confidentiality and a positive attitude at all times

EDUCATION REQUIRED:

Any combination equivalent to graduation from high school supplemented by coursework in Business Office Management or experience in a related field, preferred.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible clerical and administrative support experience involving public contact. Previous school experience and advanced education are highly desirable. Proficiency utilizing district-adopted software.

LICENSE(S) REQUIRED:

- None required

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam (e.g., written test, oral interview and/or work sample) for the job class with a satisfactory score.
- Must possess and maintain current First Aid and CPR certification
- Typing certificate of 45 words per minute (WPM)
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Pre-employment physical exam at District's expense
 - Negative TB test result plus periodic post-employment retest as required (currently every four (4) years)

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- School site and office environment with excessive intermittent noise and frequent interruptions
- Operate a computer keyboard and other office equipment
- Sitting or standing 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

- Occasional walking may be required, including walking short distances between departments or areas.
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Exchange information in person or on the telephone
- Read, prepare, and review various materials
- Potential for contact with bloodborne pathogens and communicable diseases