



**CLASSIFIED**  
**Job Class Description**

Equal Employment  
Opportunity

**SCHOOL ADMINISTRATIVE ASSISTANT**

**DEPARTMENT/SITE:** SCHOOL SITE

**SALARY SCHEDULE:** Classified Salary Schedule  
(Group 1/Group 15)

**LEVEL:** Range 47

**WORK YEAR:** 10.5 Months

**REPORTS TO:** SCHOOL PRINCIPAL

**DATE CURRENT JOB DESCRIPTION APPROVED:**  
Board of Trustees effective:.....August 12, 2021

**JOB GOAL/PURPOSE:**

Under the supervision and direction of a School Principal, to assure the smooth and efficient operation of the school office so that the office's maximum positive impact on the education of children can be realized. 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 distinguished in the secretarial series as the secretary to the Principal of an elementary school. Incumbents in this classification are assigned complex and responsible clerical/secretarial duties in support of the day-to-day operations of an assigned elementary school office.

**ESSENTIAL FUNCTIONS, TASKS AND DUTIES:**

- Act as assistant to assigned School Principal and other school administrators, performing a wide variety of complex, responsible and confidential clerical and secretarial duties as well as relieving the school principal of routine administrative functions; coordinate and organize site and office functions; serve as the primary secretary to assigned principal; provide support to other administrators as required; assure smooth and efficient office operations.
- Assure that customer service is at the forefront of all office staff interactions and that the office is welcoming and supportive of all stakeholders.
- Assure that all staff absences are covered each day; determine daily absences; distribute substitute binders, badges and attendance roster.
- Perform duties of School Office Assistant in their absence, including, act as receptionist for the school; greet and receive public, parents, students, vendors, etc. in a courteous manner; monitor all persons entering and exiting the school; maintain visitor log; operate a telecommunications system; receive incoming calls; record information as required; transfer calls to appropriate department/staff; respond to inquiries and/or take messages and distribute to appropriate office/staff.

- Independently compose correspondence on a wide range of topics requiring a knowledge of procedures and policies of the school or department; manage school website; send out weekly parent communication via email blast; complete bulletin with important information, dates and times.
- Type/keyboard and maintain a heavy volume of complex and confidential reports (e.g., bulletins, memoranda, calendars, requisitions, records, reports and evaluations, etc.)
- Compile reports, handbooks, records, files and special projects (e.g., Parent Teacher Organization/ Association, Weekly Bulletin, yearbooks, etc.) from a variety of sources.
- Research and analyze information for inclusion in reports.
- Coordinate work of other staff members to ensure that records are complete and accurate; may give input into the evaluation of office staff.
- Operate a variety of office machines and equipment, including computers, copiers and communications equipment.
- Act as receptionist for assigned School Principal; screens visitors and phone calls; coordinate flow of communications for the principal; respond to inquiries and provides information; exercise independent judgment in resolving a variety of issues and refer difficult issues to the principal or other administrator as necessary.
- Work with School Principal, Plant Foreman and/or site safety committee team to maintain current safety/disaster plans, maps, supplies, etc.; participate in all site disaster preparedness drills.
- Serve as liaison between District and site personnel, parents, students, school and community organizations and the public; interact with staff, parents and students on a daily basis, providing support and solving problems.
- Coordinate transportation and transportation payments for field and study trips; process field trip paperwork; collect all funds/donations for study trips, deposit funds with District Office and perform any other fund/budget needs for trip; check field trip volunteers.
- Assist with coordination of student discipline (e.g., In School Suspension, lunch and recess detention).
- Maintain confidential files and appointment schedule for assigned principal; set up and arrange/schedule meetings, events and other functions; assign rooms for after school enrichment activities.
- Act as resource person to teachers, students, parents and the general public regarding general and specific information on the policies, procedures and activities of assigned school site; communicate with District personnel, students, staff, parents, parents, community members, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Order materials, supplies and equipment; maintain records of purchase orders, invoices and expenses to date; and inventories and logs same upon arrival.
- Maintain and prepare records and reports related to attendance and payroll for regular school staff and substitute employees including time sheets, personnel transactions, absences, etc.
- Maintain, monitor and record expenditures; reconcile ledger printouts and post expenditures to budget sheets; process staff reimbursements; correspondence; assist in assuring expenditures do not exceed established limitations.
- Receive, open, sort, screen and distribute incoming mail for the principal; prepare and disseminate materials, information and bulk mailings to the public and staff.
- Assist principal with gathering/calculating budget requests and preparing reports.
- May collect and direct money and funds for various purposes.
- May attend faculty meetings, taking notes and preparing minutes.
- Guide and instruct other office employees in their work; guide the work of student aides.
- Distribute materials and information to teachers, students and other staff members and ensures timely responses.
- Administer first aid for the purpose of providing emergency care.
- Perform other functions, duties and tasks related to this class as assigned.

**JOB QUALIFICATIONS /REQUIREMENTS:**

*(At time of application.)*

**Knowledge of:**

- 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 techniques and etiquette; principles of office management, organization and practices of supervision
- General goals of public education
- Computational methods
- Correct 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 speed
- Maintain excellent customer service
- Operate a variety of office equipment including computers and pertinent software applications, fax machines and copiers
- Perform basic 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 responsible clerical and secretarial work independently and effectively
- 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 office equipment including computers, fax machines and copiers
- Meet schedules and timelines
- Maintain confidentiality and positive attitude at all times

**EDUCATION REQUIRED:**

Any combination equivalent to: graduation from high school supplemented by course work in business office management.

**EXPERIENCE REQUIRED:**

Three (3) years of increasingly responsible secretarial experience involving public contact. Computer proficiency including Microsoft Word and Excel (Macintosh experience desirable).

**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 certification
- After offer of employment, obtain:
  - Criminal Justice and FBI Fingerprint Clearance
  - Negative pre-employment drug screen test at District's expense
  - Pre-employment physical exam at District's expense
  - Negative TB test result plus periodic post-employment retest as required (currently every four 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
- Dexterity of hands and fingers to 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
- Lift objects such as boxes containing documents and weighing up to 35 pounds
- Hearing and speaking to exchange information in person or on the telephone
- Seeing to read, prepare and review various materials
- Potential for contact with bloodborne pathogens and communicable diseases