



<b>Job Code:</b>	
<b>Position:</b>	Administrative Assistant
<b>Salary:</b>	
<b>Reports To:</b>	Superintendent
<b>Department:</b>	
<b>FLSA:</b>	Non-Exempt Part-time
<b>Board Approval Date:</b>	
<b>Posting Date:</b>	
<b>Closing Date:</b>	Until Filled

### **Summary:**

The Administrative Assistant performs varied advanced secretarial and administrative work unique to supporting the school office in the daily running of the school requiring initiative and independent judgment. The position maintains official records, implements administrative policies, handles problems and non-routine situations by determining the approach or action and interprets district guidelines, procedures, policies and practices.

### **Minimum Requirements:**

#### **Knowledge** (position requirements at entry)

- ✓ Ability to interface effectively with other departments, school personnel, other maintenance staff, and business contacts from outside of the District.
- ✓ Ability to work with individuals and groups of students to support academics and behavior management.
- ✓ Must have patience working with children.
- ✓ Ability to learn new skills, flexibility and willingness to perform a variety of tasks.
- ✓ Ability to follow written and oral directions and complete assignments given.
- ✓ Ability to establish and maintain effective working relationships with students, peers, parents and staff members.
- ✓ Is self-directed, and works without direct supervision.
- ✓ Ability to articulate, represent professional demeanor and ability to take initiative.

#### **Skills** (position requirements at entry)

- ✓ Communication, interpersonal skills as applied to interaction with coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to receive work direction.
- ✓ Required to maintain confidentiality.
- ✓ Demonstrates excellent reading, writing, computation, technology and communication skills.
- ✓ Demonstrates ability to perform routine clerical tasks
- ✓ Knowledge of standard office policies and procedures
- ✓ Knowledge of bookkeeping and records management
- ✓ Experience in skills to achieve customer service goals

#### **Training and Experience** (position requirements at entry)

- **Associates Degree or equivalent of two (2) years' college education (60 Semester Hours) or three years of experience in a school setting.**
- Prefer prior experience working with children.
- Any equivalent combination of experience, training and/or education from which comparable knowledge, skills and abilities have been achieved.

**Licensing Requirements** (position requirements at entry)

✓ None

**Essential Functions:**

- Directly support the Business Office with various administrative tasks, to include processing, recordkeeping, and monetary functions.
- Collect and reconcile monies (field trip, tax credit, student council, and after school care, etc.).
- Creates multiple financial reports.
- Manage office operations support such as receiving and screening telephone calls and visitors, scheduling meetings, conferences, seminars, and special events.
- Assist in the processing of accounting records
- Prepare schools cash and check deposits.
- Maintains confidentiality of all aspects of position.
- Assist in the maintaining recordkeeping systems, opening and reviewing incoming mail.
- Works closely with Superintendent for effective school operation.
- Works closely with Business Manager for effective office operation.
- Interprets and explains established policies and procedures in response to inquiries from a variety of sources.
- Evaluating and resolving problems within scope of position.
- Assist in the processing of student databases to retrieve student information.
- Assists in preparing and distributing school family and faculty correspondence.
- Responds to inquiries.
- Additional duties may be assigned as necessary.

**Marginal Functions:**

- Additional duties as assigned.
- Ensures area is clean and restores to original set-up.

**Physical Requirements:**

- Positions in this class typically require: climbing, balancing, stooping, kneeling, crouching, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing, and repetitive motions.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus, close vision, distance vision, color vision, peripheral vision and depth perception.
- While performing the duties of this job, the employee may frequently lift and/or move up to 50 pounds of materials, etc.
- Specific vision abilities required by this job include close vision such as to read handwritten or typed material, and the ability to adjust focus.
- The position requires the individual to meet multiple demands from several people and interact with the public and other staff. The noise level in the work environment is usually moderate.

Must hold a current Fingerprint clearance card

Prepared by The Professional Group Public Consulting Inc. 2/24