



Job Title: Administrative Assistant - Secondary

Job Family: School Based Support

Pay Program: Classified

Job Code:

Typical Work Year: 12 Months

SUMMARY: Responsible for the smooth and efficient management of the secondary school administrative offices. Provide administrative assistance to the Principal, administrators, office and school staff and students by answering/screening phone calls & visitors, coordinating meetings and events, monitoring time and attendance, handling confidential information, receiving and responding to inquiries and requests, coordinate personnel data, compiling reports, managing building & vehicle keys, entering and retrieving data using the computer and/or the District student information system, coordinating and assisting with school events, managing crisis situations and preparing correspondence and other confidential written communication.

ESSENTIAL DUTIES AND RESPONSIBILITIES: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Job Tasks Descriptions	Frequency	% of time
1. Provide and coordinate all clerical support activities for a secondary school Principal and school staff, including but not limited to: answering phones and classroom calls; preparing, designing, composing, typing, word processing and/or formatting correspondence, documents, handbooks, reports, arrange for printing and distribution as appropriate; coordinating and assisting with meetings, activities, functions and events including, but not limited to coordinating dates, appointments, refreshments, creating and printing, programs, flyers, agendas, minutes, etc.; monitoring staff time and attendance, maintaining office machines, maintaining filing systems, greeting and screening face-to-face contacts, call students to office for meetings or pick-up by parents; making copies, sending/receiving faxes and e-mails, and/or sorting and delivering mail, making daily announcements, coordinate substitute teachers and associates.	Daily	45%
2. Provide information and services to students, parents, guardians, staff and the community as required or requested. Receive and forward to appropriate Administrators, inquiries and concerns regarding building, District and state policies and procedures.	Daily	10%
3. Assists with various bookkeeping functions such as collecting & receipting student fines and fees, balancing accounts, preparing requisitions, receiving and distributing incoming shipments, managing petty cash, preparing checks for deposit, preparing remittance forms for fund allocation and reconciling funds collected. Monitoring and ordering general office supplies.	Daily	10%
4. Enter and/or retrieve data using the student information system or other automated system. Responsible for data entry and reporting in the student attendance system. Data may include discipline, eligibility, fines, fees, student information, class schedules, lockers and/or parking permit or other information. May assist in maintaining and monitoring student files/records, mailing student records as requested, requesting and obtaining student records from other schools/district, purging files. May relay information to others via the public address system.	Daily	15%

<p>5. Coordinate, train and/or assist with the work of office support staff. Duties include assigning tasks, coordinating coverage, overseeing activities and special projects. Coordinates school events such as conferences, open houses, graduation and/or other school events as needed. Duties may include coordinating the room set-up, preparing signs, arranging for refreshments, printing, certificates, sending invitations and/or distributing awards and other related activities.</p>	Daily	10%
<p>6. Perform other job-related duties as assigned. This may include being responsible for or serving as back-up for health clinic duties such as evaluating sick or injured students and administering medications or basic medical care; responsible for the security and distribution of school building keys, including tracking, monitoring, maintaining, issuing, collecting and updating records on all building keys, vehicle keys and security cards for staff. Act as the school's main contact to confirm and verify that all building locations are secure in an emergency situation. May check-in student athletes for sports, monitor eligibility and current student athlete physicals; confirm ticket sellers for events.</p>	Weekly	10%

EDUCATION AND RELATED WORK EXPERIENCE:

- High school diploma or equivalent.
- Must be a minimum of 18 years old.
- Minimum of three years experience in clerical support positions preferred.
- Experience working with secondary-age students preferred.

LICENSES, REGISTRATIONS OR CERTIFICATIONS:

- Criminal background check required for hire.
- CPR and First Aid certifications are preferred.

TECHNICAL SKILLS, KNOWLEDGE & ABILITIES:

- Strong customer service and public relations skills.
- Critical thinking and problem solving skills.
- Time management, organizational and prioritization skills.
- Basic math skills.
- Knowledge of District and school policies and procedures preferred.
- Ability to maintain confidentiality in all aspects of the job.
- Ability to manage multiple tasks with frequent interruptions.
- Ability to manage multiple priorities.
- Ability to diffuse and manage volatile and stressful situations.
- Ability to work with students with diverse backgrounds and abilities.
- Ability to promote and follow Board of Education policies, Superintendent policies and building and department procedures
- Ability to communicate, interact and work effectively and cooperatively with all people including those from diverse ethnic and educational backgrounds.
- Ability to recognize the importance of safety in the workplace, follow safety rules, practice safe work habits, utilize appropriate safety equipment and report unsafe conditions to the appropriate administrator.

MATERIALS AND EQUIPMENT OPERATING KNOWLEDGE:

- Operating knowledge of and experience with personal computers and peripherals.
- Operating knowledge of and experience with Microsoft Word and Excel.
- Operating knowledge of typical office equipment, such as telephones, copier, fax machine, e-mail, 10-key, etc. preferred; required within 2 weeks after hire.
- Operating knowledge of district student information system required within 1 month after hire.
- Operating knowledge of e-mail & communication management systems required within 2 weeks after hire.

REPORTING RELATIONSHIPS & DIRECTION/GUIDANCE:

	Position Title	Job Code
Reports to:	Principal of attendance center	

	Position Title	# of Employees	Job Code
Direct Reports to:	This job has no supervisory responsibilities	0	

PHYSICAL REQUIREMENTS & WORKING CONDITIONS: The physical demands, work environment factors and mental functions described below 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.

Physical Activities:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Stand		X		
Walk		X		
Sit				X
Use hands to finger, handle or feed				X
Reach with hands & arms				X
Climb or balance		X		
Stoop, kneel, crouch or crawl		X		
Talk				X
Hear				X
Taste	X			
Smell		X		

Weight & Force Demands:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Up to 10 pounds		X		
Up to 25 pounds		X		
Up to 50 pounds	X			
Up to 100 pounds	X			
More than 100 pounds	X			

Mental Functions:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Compare			X	
Analyze			X	
Communicate				X
Copy		X		
Coordinate			X	
Instruct		X		
Compute				X
Synthesize			X	
Evaluate			X	
Interpersonal Skills				X
Compile			X	
Negotiate		X		

Work Environment:	Amount of time			
	None	Under 1/3	1/3 to 2/3	Over 2/3
Wet or Humid Conditions (non-weather)	X			
Work near moving mechanical parts	X			
Work in high, precarious places	X			
Fumes or airborne particles	X			
Toxic or caustic chemicals	X			
Outdoor weather conditions	X			
Extreme cold (non-weather)	X			
Extreme heat (non-weather)	X			
Risk of electrical shock	X			
Work with explosives	X			
Risk of radiation	X			
Vibration	X			

Vision Demands:	Required:
No special vision requirements	
Close vision (clear vision at 20 inches or less)	X
Distance vision (clear vision at 20 feet or more)	X
Color vision (ability to identify and distinguish colors)	X
Peripheral vision	X
Depth perception	X
Ability to adjust focus	X

Noise Level:	Exposure Level:
Very quiet	
Quiet	
Moderate	X
Loud	
Very Loud	

Updated 1/23/14