

ADMINISTRATIVE ASSISTANT I - DHS

BASIC FUNCTION:

Under the direction of the Principal of Delta High School, perform a variety of administrative assistance functions in support of office operations; perform attendance accounting functions to assure accurate accounting of student attendance; communicate with staff, students, parents and community agencies concerning student attendance.

REPRESENTATIVE DUTIES:

- Act as receptionist and primary contact and reference source for staff, students, parents and the public; provide information over the phone or in personal contacts with parents, students or school personnel as appropriate. **E**
- Perform attendance accounting duties to assure accurate accounting of student attendance for daily and monthly reporting. **E**
- Input and generate attendance data and distribute attendance reports as required; reconcile and adjust attendance reports; submit reports to District office and appropriate personnel as directed. **E**
- Process paperwork required for students to make-up absences as directed by instructor.
- Communicate with parents/guardians to report and/or verify excused and unexcused absences. **E**
- Independently compose letters, memoranda and bulletins as directed. **E**
- Schedule and coordinate meetings, appointments and conferences for the administrator. **E**
- Type a variety of materials such as letters, memoranda, bulletins, reports, meeting agendas, conference materials, statistical data and other forms from straight copy, rough draft or verbal instructions. **E**
- Assure timely communications between supervisor, staff, students, parents and the public; inform supervisor, staff and others of events, dates, and activities; open, screen and route mail. **E**
- Assist in arrangement of various special events including graduation ceremonies, guest speakers, and field trips; assist in the preparation of appropriate materials including packets, letters, folders, requisitions and other materials as assigned.
- Assist substitute staff by providing information, keys and appropriate materials; secure substitute teachers and assure proper classroom coverage; receive substitute requests and process according to established procedures. **E**
- Operate a variety of modern office machines; operate two-way radios as assigned. **E**
- Attend meetings as assigned.
- Perform related duties as assigned.

KNOWLEDGE OF:

Alternative Education programs and office practices and procedures.

Office practices and procedures.

Receptionist and telephone techniques and etiquette.

Record-keeping techniques.

Health and safety regulations.

Correct oral and written usage of English and a designated second language.

Oral and written communication skills.

Attendance and other applicable laws, codes, rules and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of office machines including computer equipment.

ABILITY TO:

Perform and coordinate office, secretarial and clerical work in support of an administrator.
Learn, interpret, apply and explain school and District policies, rules and objectives.
Work independently with little direction.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 55 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Establish and maintain effective working relationships with others.
Meet schedules and time lines.
Plan and organize work.
Maintain records and prepare reports.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Translate and interpret English and a designated second language.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by course work in secretarial science or related field and three years of responsible clerical or secretarial experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

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

07/01/15
SMJUHSD
Range 22