



# LAKE HAVASU UNIFIED SCHOOL DISTRICT #1

## HR DEPARTMENT

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<b>Position Title:</b>	Administrative Assistant Preschool	<b>Location:</b>	Smoketree Developmental Preschool
<b>Reports To:</b>	Preschool Coordinator	<b>Supervises:</b>	None
<b>Classification:</b>	Support	<b>Status:</b>	Full-time
<b>FLSA Status:</b>	Non-Exempt	<b>Benefit Eligible:</b>	Yes
<b>Work Year:</b>	235 days / 11 months	<b>Salary:</b>	See <a href="http://lhusd.org">lhusd.org</a> website

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### Education and Experience Requirements

High school diploma or equivalent

### Certificates and Licensure Requirements

IVP fingerprint clearance card through AZ Department of Public Safety

First Aid and CPR Card

Must be able to obtain CPI Certification and TB Clearance

### Summary

Under direction, the Preschool Administrative Assistant shall perform varied clerical and secretarial activities in the preschool. This person shall be responsible for public relations and communication services for the Preschool Coordinator. This position requires a pleasant and positive personality and must be able to work cooperatively with staff and public. This person must be able to maintain a calm and efficient manner in a busy office setting with numerous disruptions. The Preschool Administrative Assistant must be discrete, loyal, and efficient, and must be able to maintain in the strictest confidence information and business that is shared with that position.

### Qualifications

- Skilled computer applications/word processing/use of office products
- Ability to relate well with staff, and public
- Ability to communicate effectively, orally and in writing
- Ability to work effectively without direct supervision
- Good health, physical stamina, fitness, and vitality
- Basic skills in accounting and reporting procedures
- Work effectively without direct supervision

### Responsibilities and Requirements

- Conduct the office routine of that division under the direction of the responsible administrator; handle all department related filing, maintenance of routine office equipment, and disposal of files and equipment
- Schedule Child Find Monthly Screenings, AZEIP meetings, IEP meetings, 504 meetings, ECQUIP Quarterly Meetings, preschool parent conferences, and other meetings as required for the Preschool Coordinator and staff
- Assist in the publication, distribution, and notification to all parents and staff members of all bulletins and newsletters
- Assume the primary responsibility for preschool student registrations and withdrawals
- Record and report student and staff absences according to District policy and First Things First / Quality First Scholarship Program
- Collect and record daily absences, including sign in/out logs, late arrivals, early departures, and parent absence excuse notes; initiate telephone contact with parents or guardians on each absence for each child
- Activate computer attendance program, assign and maintain register I.D. numbers, student I.D. numbers, and teacher I.D. numbers; input preschool calendar and students' demographic information
- Prepare and submit the school's student count to the district office
- Identify and maintain the PHLOTE chart for students having a primary home language other than English
- Identify and appropriately report students' information that varies from the norm [i.e. self-contained students/classroom (gifted, special education), tuition-in students, CEC-A students CEC-B students, privately paid tuition, foreign exchange students, homebound students, chronic health conditions, pre-school disabled students, Quality First Scholarship students
- Maintain necessary bookkeeping for the preschool and support current accounting of the preschool's snack and tuition accounts
- Prepare reports and inventories as required by the Preschool Coordinator and Director of Student Services
- Prepare budgets and purchase orders at the direction of the Preschool Coordinator
- Responsible for assisting in maintaining compliance of licensure requirements for preschool
- Health office assistant duties including First Aid and CPR as needed by site
- Perform other duties when assigned by the Preschool Coordinator, building principal, or Director of Student Services



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### **Physical Demands and Work Environment**

- Physical Effort
- Repetitive motion and eye strain through extensive utilization of computer hardware and software
- May require lifting materials and supplies weighing up to 25 pounds

### **EEOC**

*Lake Havasu Unified School District provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetic information, veteran status, or any other characteristic protected by federal, state or local laws.*

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This job description is intended to accurately reflect the position activities and requirements. Administrators and supervisors reserve the right to modify, add, or remove duties and assign other duties as necessary. It is not intended to be and should not be construed as an all-inclusive list of all the responsibilities, skills, or working conditions associated with the position.