

ADMINISTRATIVE ASSISTANT IV – SCHOOL SITE

BASIC FUNCTION:

Under the direction of a Principal at a Comprehensive School Site, perform a variety of complex, technical, administrative assistance and secretarial support functions to relieve the administrator of administrative detail; coordinate the overall operations of the assigned office.

REPRESENTATIVE DUTIES:

- Serve as secretary to a Principal; perform a variety of clerical and technical tasks and serve as liaison with other District staff and the public. **E**
- Coordinate the overall operations of the assigned office; design and implement office records and filing systems. **E**
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility. **E**
- Compose, prepare and assemble materials such as routine correspondence and agenda items and research, collect and compile statistical, financial, or other diverse and specialized information. **E**
- Act as main point of contact for communication to public, including but not limited to, maintaining school website and responding to web generated inquiries; coordinate incoming phone greeting, voicemail box set up and assist with programming of personal greetings; program school marquee; deliver messages to parents via electronic communication systems.
- Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements. **E**
- Maintain accurate employee leave records using on-line database.
- Lead the work of office staff; provide training, technical leadership and direction as necessary; assure that established procedures are carried out efficiently; assist in setting work priorities and assist in the preparation of performance evaluations; serve as a resource person for other school site secretarial and clerical staff. **E**
- Coordinate the preparation of Board of Education agendas as assigned; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items. **E**
- Monitor budgets; initiate budget transfers as necessary; keep administrator informed of budget balances and projected needs; initiate purchase orders. **E**
- Coordinate and schedule appointments, arrange meetings and make travel arrangements; oversee the master calendar as assigned; attend meetings as assigned; screen visitors and phone calls. **E**
- Perform special projects as assigned.
- Assist the administrator in a variety of duties specific to the functions of the assigned office.
- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.
- Receive mail and identify and refer matters in order of priority.
- Perform related duties as assigned.

KNOWLEDGE OF:

Alternative Education programs and office practices and procedures.

Budget preparation and maintenance procedures.

Modern office practices, procedures and equipment.

Receptionist and telephone techniques and etiquette.

Record-keeping techniques.

Health and safety regulations.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Applicable sections of State Education Code and other applicable laws.

Interpersonal skills using tact, patience and courtesy.

Operation of modern office machines including computer equipment.

ABILITY TO:

Perform and coordinate office, secretarial and clerical work in support of a comprehensive high school site.

Work proficiently in all Microsoft Office products.

Participate in budget preparation and maintenance using County database and complex Excel spreadsheets.

Oversee assigned school accounts.

Interpret, apply and explain school and District programs, policies, rules and objectives.

Manipulate, update, and maintain student data using student information system; generate reports as requested.

Deescalate potentially volatile situations.

Resolve a variety of problems.

Work independently with little direction.

Understand and interpret rules and written directions and apply to specific situations.

Compose correspondence independently.

Perform duties effectively with many demands on time and constant interruptions.

Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.

Make arithmetic calculations quickly and accurately.

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.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by training in business office management and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.

Hearing and speaking to exchange information in person or on the telephone.

Seeing to read, prepare and review various materials.

07/01/15
SMJUHSD
Range 28