

JOB DESCRIPTION
San Leandro Unified School District

Administrative Assistant – School

Purpose Statement

The job of Administrative Assistant - School is done for the purpose/s of supporting the educational process with specific responsibilities for providing complex and confidential secretarial and administrative support to the school principal and other administrators; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities. This position may be assigned to an elementary, middle, high, adult or continuation school.

This job reports to Principal

Essential Functions

- Administers first aid and prescription medications to students (under the direction of a health care professional) depending on assignment for the purpose of providing emergency and necessary care in compliance with established guidelines.
- Compiles data from a wide variety of sources (e.g. student information, time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, graduations, special events, education field trips, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Establishes and maintains cooperative and effective working relationships with students, parents, administrative officials, and other agencies.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, student records, staff attendance records, list of volunteers, calendars, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees school website/s and homepage/s (e.g. format, content, maintenance, etc.) for the purpose of maintaining current and accurate information.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, notices, bulletins, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, accident reports, Emergency Binders, SARB packets, PPAFs, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.

- Presents information on administrative procedures (e.g. department/program policies, submission procedures, issues keys, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, service requests, requisitions, reimbursements, budget transfers, purchase orders, leave forms, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, teacher observations, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Secures substitutes for the purpose of maintaining adequate staffing.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Procures supplies and materials for the purpose of maintaining availability of required items.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; performing basic bookkeeping and record keeping; bilingual preferred depending on assignment.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; basic bookkeeping principles; business telephone etiquette; and common office machines; codes/laws/rules/regulations/policies; recordkeeping and record retention practices; and office practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the

functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with constant interruptions; and diffusing argumentative behavior.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Working Environment

The usual and customary methods of performing the jobs functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. The job is performed under conditions with some exposure to risk of injury and/or illness.

Experience Job related experience with increasing levels of responsibility is required.

Education High school diploma or equivalent.

Equivalency

Required Testing Pass district's qualifying exam

Certificates

Pre-Employment Training Required

Continuing Educ./Training

Clearances

CPR Certificate Renewal

Criminal Justice Fingerprint/Background

First Aid Certificate Renewal

Clearance

TB Screen

FLSA Status

Board Approval Date

Salary Range

Non Exempt

November 10, 2015

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