



CLASSIFIED
Job Class Description
4270.8

Alpine Union School District
Equal Employment Opportunity

SCHOOL ADMINISTRATIVE ASSISTANT

DIVISION: School Site

SALARY SCHEDULE: Classified
LEVEL: Range 21

REPORTS TO: School Site Principal

DATES CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: 10/17/2018

PURPOSE:

Under the direction of the School Site Principal, relieves the school principal of a wide variety of clerical and administrative duties; facilitates a continual flow of contacts from pupils, teachers and the public to provide service and solve problems; assigns and reviews the work of clerical employees and volunteers; and performs other related work as required. Incumbents in this classification provide students, staff and the public with service and information through the performance of a wide variety of secretarial services which directly support student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Supports the School Site Principal by providing assistance with administrative functions and confidential matters pertaining to students, staff and the public.
- Serves as liaison between the principal, teachers, students, parents, community members and other staff members to facilitate communication and problem-solving options between parties.
- Performs a wide variety of secretarial and clerical duties for other administrative personnel, teachers and support staff as assigned.
- Greets and receives public, parents, students, vendors, etc., answers the telephone and disseminates approved information.
- Confers with parents and students in the process of enrolling, registering, and transferring students.
- Explains District rules, regulations and policies, to students, teachers and parents.

Job Class Title: **School Administrative Assistant**
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Previous job class approval/revision dates: 03/24/1983 / 04/07/2011

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- Coordinates student discipline (e.g., In-School Suspension, lunch and recess detention, etc.)
- Composes and prepares a variety of written materials (e.g., letters, memorandums, bulletins, requisitions, claims, reports, budgets and statistical data) on a wide range of subjects from rough drafts, verbal instructions, or independent knowledge
- Communicates effectively with other agencies (e.g., Fire Department, Police Department, etc.) in emergencies; coordinates and assists with monthly campus-wide safety drills.
- Receives, sorts and distributes incoming and outgoing mail, books and supplies, and maintains related records.
- Screens and proofreads materials for adherence to the rules and regulations of the school.
- Posts, verifies and checks information on forms and reports (e.g., use of facilities, travel requests, expense reimbursements, field trips, budget requests, etc.).
- Maintains a variety of manual and electronic documents, files, and records which may contain information of a confidential or sensitive nature including personnel and student cumulative records; maintains Student Information System,
- Maintains and reconciles budget records and funds collected at school.
- Compiles information, prepares and files reports for the District Office, including Workers' Compensation, attendance, damage, theft and personnel.
- Assigns, issues and keeps inventory of room and cabinet keys issued to teachers and other authorized personnel.
- Submits payroll information including time sheets and absence reports.
- Schedules community use of school facilities.
- Maintains staff and student attendance records, teacher assignments, Teacher on Special Assignment schedules and classroom schedules.
- Administers first aid in absence of Health Aide or District Nurse and notifies and/or reports to proper authorities in case of serious illness or accident.
- Maintains substitute personnel lists, monitors staff absences and contacts substitutes through automated substitute system and personal contact.
- Orients substitute teachers, aides and other school personnel.
- Maintains a variety of school site calendars (e.g., school facility events, master staff calendar, use of facility, and conference room calendar, etc.)
- Prepares requisition orders for purchases of school supplies, materials, and custodial supplies.
- Inputs maintenance and technology requests into electronic requisition system.
- Telephones and confers with parents regarding pupil absences and other matters.
- Assists in arranging student field trips; inputs transportation requests online; coordinates with GUHSD Transportation Department.
- Sells bus tickets; receives and processes fees; logs and distributes bus passes received from the District Office.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, punctuation and composition.
- Basic math including calculations using fractions, percentages and/or ratios.
- Business telephone etiquette.
- Safety practices and procedures.
- Modern office methods, procedures and equipment.
- Computer input, word and data processing.
- Record retrieval and storage systems.
- Laws and regulations of the Education Code and District Policies pertaining to assigned area.

ABILITY TO:

- Perform clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
- Operate a variety of office machines, including but not limited, to telephone system, computers, and copying machines.
- Set up and maintain filing systems, which contain confidential or sensitive information.
- Work efficiently under pressure with constant interruption.
- Change and adapt office procedures and details in concert with the needs and requirements of the District.
- Perform in situations requiring specialized knowledge, using tact, discretion, good judgment and confidentiality.
- Understand and apply policies and rules.
- Plan, organize and lead the work of other clerical personnel.
- Understand, carry out and give oral and written instructions.
- Maintain attention to detail.
- Proofread documents for proper grammar, spelling and punctuation.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Establish and maintain effective working relationships with students, staff and the community.
- Follow Department and District policies and procedures.
- Type at a net corrected speed of 45 words per minute.
- Manage time, set priorities and adapt to changing work priorities.
- Respond to emergency situations in a controlled manner.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

High School diploma or equivalent.

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Two years of responsible office experience, including experience in a school district is desirable; supplemented by or including courses in typing and office procedures; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Licenses and Certificates:

Some positions may require a valid California Driver's License and the ability to qualify for District vehicle insurance coverage.

Current typing certificate at a net corrected speed of 45 wpm required.

Must hold a valid First Aid Certificate.

Must hold a valid CPR Certificate.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

Good physical condition as determined by pre-employment inquiries and medical examination.

Work performed under high stress conditions requiring significant mental demands.

Some lifting, carrying, pushing, and/or pulling.

Significant fine finger dexterity.