

MAPLE RUN UNIFIED SCHOOL DISTRICT
Job Description

Job Title: Senior Administrative Assistant
Job Group: Non-Certified, Non-Union
Reports To: Principal

Summary: Assists administrators by performing projects and clerical duties. Works in a highly visible office dealing frequently with sensitive communications and information, may direct the work of other administrative assistants and/or secretaries.

Essential Duties and Responsibilities:

1. Provides administrative assistance to administrators:
 - a. Creates lists and distributes information as appropriate.
 - b. Maintains administrator records and files as directed.
 - c. Exercises independent judgment with respect to real and/or potential problems and brings to the immediate attention of the administrative staff.
 - d. Attends meetings as assigned.
 - e. Creates, reviews and edits reports, correspondence and other documents.
 - f. Researches questions and concerns as requested.
 - g. Generates documents, spreadsheets, tables, etc. as directed
2. Assumes responsibility for clerical tasks and duties such as, but not limited to:
 - a. Composes and types correspondence, letters, memos, agendas, and documents.
 - b. Maintains files and other School data; completes reports and enters data into databases.
 - c. Prepares monthly information.
 - d. Tracks required information and prepares designated reports.
3. Additional administrative duties may include, but are not limited to:
 - a. Review and optimize office and operational procedures, provides guidance and recommendations to increase efficiency for administrator(s) and those who they support.
 - b. Provide training, orientation, and support to staff related to school and district operations.
 - c. Collect and analyze operational data for building administrators related to students and staff.
 - d. Coordinate substitute needs and communicate staff absences beyond three days to benefits coordinator.
 - e. Work with IT staff to ensure that staff have appropriate levels of building access and coordinate badges.
 - f. Schedule phone calls and requests to meet with building administrator(s) and support daily schedule and calendars.
 - g. Supports all financial and procurement operations of the school (generates purchase orders, prepares budget requisitions, may work directly with vendors to ensure payment in coordination with accounts payable).
 - h. Serve as administrative liaison on district-level committees (such as district safety committee).
 - i. Act as liaison and collaborates with central office staff (including but not limited to payroll and timeclock management, human resources, business office, grants and special education).
 - j. Supports building administrator with hiring and personnel processes including but not limited to new hire paperwork, employment status changes, short-term and additional duty assignments.
 - k. Supports building administrator(s) and may direct the work of administrative assistants, secretaries, and other operational staff.
4. Performs other duties as assigned.

Supervisory Responsibilities: The administrative assistant does not directly or solely supervise any staff. The ability to work in a collaborative team environment is essential to the employee's successful job performance. The senior administrative assistant may guide and direct the work of other administrative assistants and secretaries and supervise and review aspects of their work in consultation with building administrator(s).

Qualification Requirements: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are typical of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience: Minimum of high school diploma, associate's degree preferred. Minimum requirements include four years of increasingly responsible office management and administrative/executive assistant experience in a school district or similar complex organizational structure.

Language Skills: Ability to read and interpret documents such as operating and maintenance instructions, and procedure manuals. Ability to develop and write routine and complex reports and correspondence. Ability to speak effectively with employees of the School District, the greater school community and general public. Excellent writing skills are required.

Math Skills: Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to apply concepts of basic algebra and geometry.

Reasoning Skills: Ability to solve practical problems and deal with a variety of concrete variables in situations. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form. Ability to maintain confidentiality of information presented in various forms (written/oral).

Other Skills and Abilities: Must have strong communication, computer, time management, and interpersonal skills. Have ability to learn and utilize new software programs as systems are updated and upgraded. Must have above average typing skills (at least 45 words per minute.) Demonstrated ability to establish and maintain effective working relationships with staff and the school community. Ability to speak clearly and concisely both in oral and written communication. Must be able to keep high levels of confidentiality in all aspects of job performance. Ability to perform duties with awareness of all School District requirements and School Board policies.

Physical Demands: The physical demands described here are typical of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations as defined by the School District may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit and talk or hear. The employee frequently is required to walk and use fingers, tools or controls. The employee is occasionally required to stand and reach with arms or hands. Specific vision abilities required by this job include close vision. The employee must be able to transport materials and equipment from building to building for meetings. The employee must occasionally lift and/or move up to 30 pounds.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations

may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate and work performed is Assistant in an office environment.

Terms of Employment: 12 Month

Evaluation: Annually

Revised: 12/5/2022

The information contained in this job description is for compliance with the Americans With Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individual currently holding this position and additional duties may be assigned. The Board reserves the right to waive the essential requirements contained in this job description.