

## **Administrative Assistant II Job Description**

**Purpose:** To administer payroll, information management of district systems, data reporting, district transportation, and other duties as assigned by the superintendent.

**Responsible to:** Superintendent

**Payment rate:** According to Classified Salary Schedule

### **Qualifications:**

1. High school diploma or equivalent.
2. Health and Inoculation Certificate on file in the central office (after employment offer is made).
3. Two years office experience, with knowledge of bookkeeping and accounting procedures.
4. Must pass spelling, math, and keyboarding tests.
5. Experience in using various computers and computer programs, as well as various office machines and telecommunications equipment.
6. Desire to continue career improvement by enhancing skills and job performance.

### **Physical Requirements/Environmental Conditions:**

1. Requires prolonged sitting, standing, and use of equipment including repetitive motions and computer eye fatigue.
2. Must occasionally work in noisy and crowded environments, with numerous interruptions.
3. Must be able to handle multiple tasks at one time efficiently and courteously.

### **All Employees are expected to:**

1. Support and work to implement the vision and mission of the district.
2. Observe and follow school district policies and ensure their activities conform to district guidelines.

3. Communicate and work effectively and cooperatively with members of the school district and community.
4. React to change and frequent interruptions in a productive and positive manner.

**Responsibilities:**

1. Acts as payroll officer of the district.
2. Manages employee and student information with district software and web-based systems.
3. Pays out expenses not paid by accounts payable.
4. Assists the superintendent with management and reporting as needed for E-rate, professional development, and other programming as needed by the district.
5. Oversees district transportation, including but not limited to vehicle checkout, maintenance, and inspections.
6. Assists the superintendent with organizing and maintaining records.
7. Respond to information requests in a cooperative, courteous, and timely manner.
8. Keep student and personnel information and records confidential.
9. Implement and follow all district health and safety policies, including all precautions of the Bloodborne Pathogens Exposure Control Plan
10. Perform such other duties as assigned from time to time.

**Term of Employment:** At will.

**Evaluation:** Performance effectiveness will be evaluated in accordance with provisions of Board of Education Policy.

**Approved:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Board President

**Reviewed and agreed to by:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
Employee