

MODESTO CITY SCHOOLS

JOB DESCRIPTION

SCHOOL ADMINISTRATIVE ASSISTANT-9-12

DEFINITION:

Under the direction of the Principal, perform a variety of clerical and secretarial duties to relieve the Principal of administrative and clerical detail at an assigned high school site; coordinate flow of communications and information for the administrator and ensure smooth and efficient office operations; prepare and maintain a variety of manual and automated records and reports related to assigned activities; provide training and work direction to assigned site clerical personnel; provide input during personnel interviews and selection as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a variety of clerical and secretarial duties to relieve the Principal of administrative and clerical detail at an assigned high school site; coordinate flow of communications and information for the administrator; resolve issues or refer to appropriate staff or department according to established guidelines and procedures.
- Serve as primary secretary to the Principal or assigned site administrator; receive, screen and route telephone calls; take, retrieve and relay messages as needed; schedule and arrange appointments, conferences and other events for administrator and site personnel as assigned.
- Provide training and work direction to assigned site clerical personnel; assign duties and review work for accuracy and completeness; ensure smooth and efficient office operations; provide input concerning staff interviews and selection as requested.
- Provide front desk support and receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; respond to inquiries and provide information and assistance related to school, office and program operations, activities, policies and procedures.
- Compile information and prepare and maintain a variety of records, logs and reports related to programs, students, field trips, financial activity, budgets, attendance, staff and assigned duties; oversee the input of information in an assigned system; establish and maintain filing systems; review, revise, verify and proofread a variety of documents.
- Input a variety of data into an assigned computer system; establish and maintain automated records and files; initiate queries and generate various computerized lists and reports as requested; ensure accuracy of input and output data.
- Update and maintain employee attendance information and leave tracking information in an assigned system; arrange for substitutes as needed; maintain records related to substitute personnel; provide substitutes with information accordingly.
- Perform a variety of clerical accounting duties in support of school operations as assigned; monitor funds for income and expenditures; balance and reconcile assigned accounts and budgets as required; assist administrator with preparing site budget as assigned by the position; prepare bank deposits according to established procedures.
- Collect and account for monies collected in conjunction with school activities according to established procedures
- Maintain appointment and activity schedules and calendars including the school calendar; coordinate travel arrangements and hotel reservations for assigned personnel as necessary; reserve facilities and equipment for meetings and other events as needed.
- Maintain inventory levels of assigned office supplies; requisition, receive, store and distribute supplies and office materials as assigned.
- Attend meetings or conferences related to assigned activities as required; record prepare meeting minutes as assigned by the position.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school and four years of clerical or secretarial experience involving frequent public contact.

Licenses and other Requirements

- Typing certificate evidencing an ability to keyboard at a net rate of 50 words per minute.

DESIRED QUALIFICATIONS:

- Two years accounting, bookkeeping, clerical, secretarial experience performing general work tasks.
- One year of college-level course work or training in secretarial, clerical, bookkeeping, accounting, or general office procedures skills, including computer data entry.

Knowledge of:

- Modern office practices, procedures and equipment.
- Policies and objectives of assigned programs and activities.
- General terminology, practices and procedures of a school office
- Statistical record keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Organizational operations, policies and objectives.
- Operation of a computer and assigned software.
- Mathematic calculations.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the Principal of administrative and clerical detail.
- Coordinate flow of communications and information for the Principal.
- Assist in assuring smooth and efficient office operations.
- Compose correspondence and written materials independently or from oral instructions.
- Perform a variety of clerical accounting duties in support of school operations and activities.
- Work confidentially with discretion.
- Answer telephones and greet the public courteously.
- Complete work with many interruptions.
- Compile and verify data and prepare reports.
- Maintain a variety of records, logs and files.
- Utilize a computer to input data, maintain automated records and generate computerized reports.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain good public relations with students, parents, teachers and the public.
- Meet schedules and time lines.
- Work independently with little direction.
- Communicate effectively both orally and in writing.
- Add, subtract, multiply and divide with speed and accuracy.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant Interruptions.

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

- Hearing and speaking to exchange information in person or on the telephone.
- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.
- Bending the waist, kneeling or crouching to file and retrieve materials.
- Reaching overhead, above the shoulders and horizontally to retrieve materials.
- Lifting and carrying light objects.

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.

Cabinet Approved: 5/7/13

Unit Approved: 8/8/13

Board Approved: 8/19/13

FLSA Status: Non Exempt