

## **Senior Building Administrative Assistant**

### **Purpose Statement**

The job of Senior Building Administrative Assistant is done for the purpose/s of providing complex and confidential secretarial and administrative support to the school-site principal and other appropriate staff; establishing and maintaining necessary records; conveying information regarding school functions and procedures; ensuring efficient operation of all support functions, and coordinating assigned projects and site activities.

This job reports to Building Principal

### **Essential Functions**

- Assists maintenance of a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, student files, Aesop sub coverage, volunteer logs, daily PPU lists, student demographics, power school information, inventory of supplies and materials, etc.) for the purpose of ensuring coordination and efficient operation of the work unit through assistance to lead building secretary.
- Assists with a wide variety of projects, functions and/or program components (e.g. assigned projects and/or activities; proper distribution of materials to a variety of departments, especially athletic department activities and arrangements for athletic events; PPU; ID/credentials and sign in; homework requests; creation of classes for athletics; all athletic procedures including physicals, rosters, officials, confirmation of event for middle school and high school; STUCO, SPED, Academic Bowl; organization and set up for registration; all attendance procedures; all new student and departing student enrollment procedures; school calendar, etc.) for the purpose of ensure coordination and efficient operation of the work site.
- Compiles data from a wide variety of sources (e.g. student enrollment and absence information; core data reports, etc.) for the purpose of preparing reports, providing information; for assigned administrator.
- 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 the work activities within the office (e.g. maintenance of school web-site and school level calendar, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Performs other assigned duties (e.g. attendance at meetings as requested to convey and gather information; assistance in health room as needed; processing of homework requests; assistance to parents with single sign on and tracking online payments; assistance with bus radio and other transportation issues; assistance with counselors; assistance with daily announcements, etc.) for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, bank deposits, PPU lists, attendance, daily announcements, student enrollment and drop records, core data reports, grade cards, periodic and ad-hoc reports, weekly bulletins, building inventory records, necessary student log-ins, resettings of passwords, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information, to ensure proper operation of the work unit.
- Processes a wide variety of documents and materials (e.g. work orders, requisitions, office inventories, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, other schools, government agencies, general public, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction to insure understanding and efficient operation of work unit.
- Schedules a wide variety of activities (e.g. appointments, meetings, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

### **Other Functions**

- Performs other duties when assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **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; adhering to safety practices and procedures; analyzing data; classifying data and/or information; collecting money; customer service; desktop publishing; preparing and maintaining accurate records; promoting activities and/or events; and screening telephone calls.

KNOWLEDGE is required to perform algebra and/or geometry; 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: basic bookkeeping principles; common office machines; concepts of grammar, spelling and punctuation; job-related codes/laws/rules/regulations/policies; keyboarding; knowledge of community resources; office application software; office equipment and technology; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices; school safety and security practices; and business telephone etiquette.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to 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 requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with frequent interruptions; analyzing issues and determining appropriate course of action; displaying mechanical aptitude; displaying tact and courtesy; multitasking; working with detailed information/data; working with frequent interruptions; communicating with persons of diverse backgrounds; meeting deadlines and schedules; and setting priorities.

#### **Responsibility**

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

#### **Work Environment**

The usual and customary methods of performing the job's 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 60% sitting, 20% walking, and 20% 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**

**Certificates and Licenses**

Driver's License & Evidence of Insurability ☐

**Continuing Educ. / Training**

Continuing Education Requirements  
Maintains Certificates and/or Licenses

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**