

Building Administrative Assistant

Purpose Statement

The job of Building Administrative Assistant is done for the purpose/s of providing complex procedural coordination and problem solving; confidential secretarial and administrative support to the school-site principal and other administrators; conveying information and providing direction for school functions and procedures; ensuring efficient completion of all daily school site support operations.

This job reports to Building Principal

Essential Functions

- Compiles data from a wide variety of sources, as assigned (e.g. student information, time sheets, calendars, expenditures/budget, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components, as assigned (e.g. meetings, activities of student workers; necessary problem solving for clerical issues; processes for substitute teachers, including scheduling, orientation, time sheets, payroll; processing of inventory and requisition supplies; distribution of mail for building; use of hand-held radios from bus drivers; custodial and administrative staff processes; preparation of morning announcements; ordering of supplies; creation and payments of PO's; Principal's schedules; weekly payroll; generation of quarterly grade cards; bus schedules, maintenance of budget ledgers; new student enrollment, etc.) for the purpose of completing work processes, and/or delivering services in a timely fashion.
- Maintains a wide variety of manual and electronic documents files and records, as assigned for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned Administrator (e.g. educational program components, meeting arrangements, 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. greeting and monitoring entrance of visitors to the building, including security check in/out; distribution of mail for the building; making and receiving phone calls, including messages and routing, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Performs additional duties as assigned (e.g. lunch monies processes for software; deposits of lunch monies; assistance needed for school nurse; distribution of medications; assistance needed for counselors; balancing classes and making schedule changes in Power Scheduler; reconciling of account balances for assigned budget categories, 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, memoranda, meeting minutes, charts, periodic and ad-hoc reports, reconciliation of all absences in software system, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. work orders, requisitions, budget transfers, substitute teacher files, federal and state reports, etc.) for the purpose of disseminating information and prioritizing work flow 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, public agencies; acting as go-between for administrator and stakeholders, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as 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, and performing basic bookkeeping and record keeping; administering first aid and/or prescribed medications; analyzing data; classifying data and/or information; collecting money; conducting financial transactions; customer service; performing standard bookkeeping procedures; using pertinent software applications; applying assessment instruments; conducting meetings; desktop publishing; operating standard office equipment and office technology; using Microsoft Office software applications including Word, Excel, PowerPoint and Access.

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; bookkeeping practices; codes/laws/rules/regulations/policies; grammar, spelling and punctuation; health standards; job-related codes/laws/rules/regulations/policies; keyboarding; office application software; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; recordkeeping and record retention practices; school safety and security practices; business telephone etiquette; knowledge of community resources; office equipment and technology; personnel administration practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, 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 a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; working with constant interruptions; accuracy and attention to detail; adapting to changing work priorities; analyzing issues and determining appropriate course of action; dealing with frequent interruptions; displaying tact and courtesy; multitasking; organizing tasks; working as part of a team; working as part of a team; working with detailed information/data; working with frequent interruptions; diffuse argumentative behavior; displaying mechanical aptitude; maintaining confidentiality; setting priorities.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often 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

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade