

Administrative Assistant - Support, Academic and Student Services

Purpose Statement

The job of Administrative Assistant - Support, Academic and Student Services is done for the purpose/s of providing a variety of secretarial/clerical support to a variety of assigned administrators and departments; establishing and maintaining department records; coordinating assigned projects; and compiling and distributing a wide variety of materials and reports.

This job reports to Director of Student Services

Essential Functions

- Assists Assistant Superintendent in preparation for and coordination of district testing and K-8 summer school (e.g. sorting and organizing supplies, etc.) for the purpose of ensuring that students have the resources they need.
- Compiles data for Assistant Superintendent for Academic Services, Executive Director of Support Services, Director of Student Services for the purpose of preparing a variety of reports, processing requests, and creating spreadsheets, etc.
- Coordinates assigned projects and/or program components (e.g. proper distribution of materials to a variety of departments, arrangements for conferences, meetings, travel requirements, personnel to proctor all exit assessments, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Oversees the work activities within the office (e.g. telephone calls, incoming correspondence, files; greeting and assisting visitors; deliveries and pick-ups by Fed Ex and UPS, etc.) for the purpose of organizing assignments, monitoring progress, and ensuring completion of work within established guidelines.
- Performs other related duties as assigned creating and maintaining bus transportation routes (e.g. adjusting a student's bus route in our transportation system, etc.) for the purpose of maintaining the District's transportation database.
- Performs other related duties as assigned 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, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, schedules for central Office Conference Room and Board Room; records and reports required by auditors, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Prepares a variety of correspondence, reports and other materials for various supervisors (e.g. letters, memorandums, minutes, charts, periodic and ad-hoc reports, etc.) for the purpose of documenting activities, providing written reference, documents, and/or conveying information.
- Processes a variety of documents and materials to assist with tracking records and expenses (e.g. documenting expenses for invoice accuracy, etc.) for the purpose of budget accuracy.
- Processes a variety of documents and materials (e.g. work orders, requisitions, travel reimbursements, for various district departments, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.

- Responds to inquiries from a variety of internal and external parties (e.g. district staff, other schools, government agencies, general public, students, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Other Functions

- Performs other assigned duties (e.g. tasks as requested from different supervisors, district entities, departments, etc.) for the purpose of ensuring the efficient and effective functioning of the work units.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical 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: preparing and maintaining accurate records; analyzing data; applying assessment instruments; classifying data and/or information; customer service; desktop publishing; performing standard bookkeeping; planning and managing projects; and screening telephone calls.

KNOWLEDGE is required to perform advanced math; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: commonly accepted office application software and machines; vocational standards; accounting/bookkeeping principles; business telephone etiquette; grammar, spelling and punctuation; office practices; practicing cultural competency while working collaboratively with diverse groups and individuals; and recordkeeping and record retention practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using a variety of standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of 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 moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: working with detailed information/data; working in multiple locations (by assignment); accuracy and attention to detail; adapting to changing work priorities; communicating with diverse groups; working and dealing with frequent interruptions; displaying mechanical aptitude; organizing tasks; setting priorities; working as part of a team; and working extended hours.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; tracking budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is some 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 climbing and balancing, and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed under minimal temperature variations and in a clean atmosphere.

Experience: Job related experience with increasing levels of responsibility is desired.

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

N- Admin Assist Academic,
Support, Student

