

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

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Torie F. England, Ed.D. - Superintendent

JOB TITLE : School Administrative Assistant

Job Classification : Range 6 – Classified Salary Schedule

Basic Function : To assist the Site Administrator in the daily operation of the school sites by performing a variety of complex and responsible secretarial support functions and to direct and coordinate the clerical work flow and activities processed through the school's site office.

Distinguishing Characteristics : Employees in this classification receive general supervision within an established framework of standard policies and procedures. Performance of these responsibilities requires accuracy, attention to details, discretion, good communication skills, and sound judgment.

Supervision : The School Administrative Assistant is under the supervision of the Site Administrator

Examples of Important and Essential Duties and Responsibilities:

This position performs a variety of office support functions for an assigned site administration office.

Essential functions may include, but are not limited to the following:

1. Act as administrative assistant for the site administrator performing a wide variety of complex and responsible clerical and secretarial support duties as well as relieving the site administrator of routine administrative functions not requiring his/her immediate attention.
2. Act as administrative assistant to the principal with all related duties including scheduling appointments as needed, taking and receiving messages, filing, typing, copying memos, letters, bulletins, newsletters, requisitions, lists, handbooks, school newsletters, evaluations, recommendations, and other correspondence, including faculty, board, and school site council materials as required in a timely manner. Complete updates to the school website.
3. Act as administrative assistant for the school staff by typing correspondence, reports, notices, bulletins, as needed.
4. Provide first aid and/or medical support to students
5. Coordinate standardized test ordering site needs, distribution, collection, return mailing, and related responsibilities.
6. Train new office personnel and supervise nurse and office volunteers assigned to the office.
7. Act as back-up by performing essential functions, responsibilities, and other duties when the School Administrative Clerk is not present or as needed.
8. Maintain routine and confidential files.

9. Maintain accounting ledgers for ASB and general building budgets; collect money from students/staff for school activities and functions; receive and deposit in appropriate account or forward to District Office.
10. Implement and oversee registration, attendance, report cards and withdrawal of students as required; process related forms, set up files, secures/forwards cumulative folders.
11. Input/maintain/oversee required student database information for all required State and Federal reporting (i.e. student demographics, course data, master schedule, program participation and any other related fields.)
12. Schedule the Kindergarten Roundup and provide and process required documentation.
13. Distribute materials and information to teachers, classified employees, students, and families and ensures timely responses.
14. Act on behalf of site administrator or teacher-in-charge in their absence (e.g., questions, concerns, complaints) for the purpose of conveying and/or gathering information required for their functions in a timely manner.
15. Maintain a wide variety of manual and electronic documents files and records (e.g., student registration data, student health forms, master calendar, budget data, employee records, financial records, reports, safety meetings/records, safety drills, inventory records) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
16. Monitor a variety of activities on behalf of assigned Site Administrator (e.g., account balances, work order status, Worker's Compensation injuries, special projects, new teacher staffing) for the purpose of achieving goals and meeting target dates.
17. Schedules facility use by staff and outside groups. Notify groups of available dates for usage and look for scheduling conflicts. Maintain a master calendar for staff and custodians.
18. Implement/oversee food program: processing free and reduced lunch application; sales of milk and meal tickets; receipts; meal counts; and collection and deposit of money.
19. Assist in furnishing keys, handbooks and maps as needed by new employees and substitute teachers. Responsible for collecting and returning keys checked out.
20. Oversee day-to-day office functions and workload.
21. Keep school office supplies in stock and neatly organized. Process supply order.
22. Assist in management of emergency or crisis situations.
23. Perform other duties similar to the above in scope and function as required.

Any one position may not include all of the listed duties, nor do all of the listed examples include all tasks, which may be found in positions within this classification.

Physical Requirements

Employees in this position must have the ability to:

1. Stand, walk, use hands and fingers to handle or feel objects and talk or hear.
2. Sit for extended periods and frequently squat, bend, stoop, kneel, climb stairs, reach forward and overhead, and push/pull items such as desks, tables or chairs.
3. See and read a computer screen and printed matter with or without vision aids.
4. Hear and understand speech at normal indoor levels, outdoors and on the telephone.
5. Speak in audible tones so that others may understand clearly inside, outdoors and on the telephone.
6. Exhibit manual dexterity to dial a telephone, to enter data into a computer, and to perform assigned classroom tasks using both hands.
7. Lift up to 25 pounds to shoulder height and carry objects weighing over 15 pounds.
8. Maintain physical, mental, and emotional stamina to endure work hours under sometimes stressful conditions and constant interruptions.

Work Environment

Employees in this position will normally perform work in an office environment and come in direct and frequent contact with students, and the public.

Required Education and Experience

1. High School diploma or equivalent.
2. Minimum two years experience using technology in an office setting. Office management experience preferred.
3. Obtain a score of 70% or better on clerical/computer tests.
4. Valid Driver's License, Criminal Justice Fingerprint Clearance, TB Clearance
5. Possession of valid First Aid/CPR Certification
6. Knowledge of protocol for bloodborne pathogens.

Required Testing

- Pre-employment Proficiency Test on clerical/computer applications, typing (minimum 40 words per minute), English usage, and mathematics.

Desired Qualifications

Previous experience in a school district or government setting

Knowledge of:

1. Proper English usage, grammar, spelling, vocabulary, and punctuation.
2. Modern office methods, procedures, and practices, including filing systems, business correspondence, and telephone techniques.
3. Filing systems and records development and maintenance techniques.
4. Standard bookkeeping and record keeping.
5. Experience working with elementary students preferred.

Ability to:

1. Provide strong customer service and public relations.
2. Think critically and problem solve both individually and as a team.
3. Learn the operations, procedures, policies, requirements, and legal procedures of the site and district.
4. Interpret, understand and apply site and district policies, procedures, rules and regulations, and both oral and written directions with good judgment in a variety of situations.
5. Work independently, use initiative, and prioritize and coordinate work flow to meet established deadlines.
6. Establish, organize, and maintain accurate filing and record keeping systems including a computer data base.
7. Proofread and make mathematical calculations quickly and accurately.
8. Maintain the confidentiality and security of sensitive information and files.
9. Learn and use a variety of computer software programs including word processing, spreadsheets, and other programs.

10. Operate a variety of standard office machines and equipment such as typewriter, calculator, copy machine, telephone, and computer.
11. Establish and maintain cooperative and effective work relationships with those contacted in the performance of required duties including students, co-workers, staff, supervisors, and the public.
12. Demonstrate proficiency in reading, writing, and mathematical skills sufficient to obtain a passing score on the district proficiency test.
13. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, and disabilities of students, teachers, administrators, and staff.
14. Maintain consistent, punctual and regular attendance.
15. Quickly learn and be able to coordinate multiple tasks.
16. Be a well organized, logical thinker.
17. Meet and maintain the physical requirements necessary to perform assigned job duties in a safe and effective manner.
18. Respond quickly in emergency situations.

The information contained in this job description is for compliance with the American Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals in this position and additional duties may be assigned.

Board Approval: April 19, 2017

PVUESD is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, religion, sex, disability, age, medical condition (cancer-related), ancestry, marital status, citizenship, sexual orientation, or status as a Vietnam-era veteran or special disabled veteran. The District prohibits sexual harassment. Inquiries regarding the District's nondiscrimination policies may be directed to the Superintendent or his designee.

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date