

# Elmhurst CUSD 205

School Administrative Assistant 10 Month - Elementary School

**Date Prepared:** February 20, 2016

**Supervisor:** Building Principal

**Position Type:** PSRP

**Prepared By:** Jim Woell

**FLSA Status:** Non-Exempt

**Current Classification:** 1

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## Summary

Assists the school lead administrative assistant in all areas and with all responsibilities by providing administrative services to the principal and the school. Performs administrative duties in elementary school of assignment by performing the following duties.

**Essential Functions and Responsibilities** include the following. Other duties may be assigned.

- Composes, or transcribes from rough draft, correspondence, bulletins, memorandums, and other material.
- Compiles, files or forwards student grades and attendance reports and other school records when requested.
- Assists with maintaining student records and files.
- Greets and screens all visitors to school, determines nature of business, processes visitor pass when necessary (Raptor) and directs visitors to the appropriate destination.
- Assists students and parents with needs and resolves issues or directs same to appropriate staff.
- Answers telephone calls, takes messages, or transfers calls.
- Maintains calendar of school events or serves as backup in schools where the Assistant Secretary maintains the calendar.
- Assist with managing and coordinating substitute coverage for certified and noncertified staff.
- Assists with coordinating registration, fees and enrollment processes for all students either new or returning.
- Assists with student residency during registration process.
- Assists with submitting monthly, quarterly and yearly District and State Reports.

## Supervisory Responsibilities

This job has no supervisory responsibilities. (This refers to supervision of other employees, not students.)

## Competencies

To perform the job successfully, an individual should demonstrate the following competencies:

**Analytical** - Synthesizes complex or diverse information; collects and researches data; uses intuition and experience to complement data; designs work flows and procedures.

**Continuous Learning** - Assesses own strengths and weaknesses; seeks feedback to improve performance; pursues training and development opportunities; strives to continuously build knowledge and skills; shares expertise with others.

**Job Knowledge** - Competent in required job skills and knowledge; exhibits ability to learn and apply new skills; keeps abreast of current developments; requires minimal supervision; displays understanding of how job relates to others; uses resources effectively.

**Use of Technology** - Demonstrates required skills; adapts to new technologies; troubleshoots technological problems; uses technology to increase productivity; keeps technical skills up to date; escalates issues when needed.

**Problem Solving** - Identifies and resolves problems in a timely manner; gathers and analyzes information skillfully; develops alternative solutions; works well in group problem solving situations; uses reason even when dealing with emotional topics.

**Project Management** - Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget.

**Stakeholder Service** - Manages difficult or emotional stakeholder situations; responds promptly to stakeholder needs; solicits stakeholder feedback to improve service; responds to requests for service and assistance; meets commitments.

**Communications** - Expresses ideas and thoughts verbally; expresses ideas and thoughts in written form; exhibits good listening and comprehension; keeps others adequately informed; selects and uses appropriate communication methods.

**Cooperation** - Establishes and maintains effective relations; exhibits tact and consideration; offers assistance and support to coworkers; works cooperatively in group situations; works actively to resolve conflicts.

**Managing Stakeholder Focus** - Promotes stakeholder focus; develops new approaches to meeting stakeholder needs.

**Oral Communication** - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; responds well to questions; demonstrates group presentation skills; participates in meetings.

**Teamwork** - Balances team and individual responsibilities; exhibits objectivity and openness to others' views; gives and welcomes feedback; contributes to building a positive team spirit; puts success of team above own interests; able to build morale and group commitments to goals and objectives; supports everyone's efforts to succeed.

**Written Communication** - Writes clearly and informatively; edits work for spelling and grammar; varies writing style to meet needs; presents numerical data effectively; able to read and interpret written information.

**Change Management** - Communicates changes effectively; builds commitment and overcomes resistance; prepares and supports those affected by change.

**Team Leadership** - Fosters team cooperation; defines team roles and responsibilities; supports group problem solving; ensures progress toward goals.

**Leadership** - Exhibits confidence in self and others; inspires and motivates others to perform well; effectively influences actions and opinions of others; accepts feedback from others; gives appropriate recognition to others.

**Managing People** - Makes self available to staff; improves processes, products and services.

**Quality Management** - Looks for ways to improve and promote quality; demonstrates accuracy and thoroughness.

**Visionary Leadership** - Displays passion and optimism; inspires respect and trust.

**Business Acumen** - Understands business implications of decisions; displays orientation to profitability; aligns work with strategic goals.

**Conflict Resolution** - Encourages open communications; confronts difficult situations; maintains objectivity; keeps emotions under control; uses negotiation skills to resolve conflicts.

**Impact & Influence** - Pursues and wins support for ideas; displays ability to influence key decision-makers; achieves win-win outcomes; uses authority appropriately to accomplish goals; addresses divergent opinions.

**Cost Consciousness** - Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

**Diversity** - Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

**Ethics** - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and principles; upholds organizational values, maintains confidentiality of student and staff records and information.

**Organizational Support** - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; supports affirmative action and respects diversity.

**Strategic Thinking** - Develops strategies to achieve organizational goals; understands organization's strengths & weaknesses; adapts strategy to changing conditions.

**Adaptability** - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.

**Achievement Focus** - Demonstrates persistence and overcomes obstacles; recognizes and acts on opportunities.

**Personal Appearance** - Dresses appropriately for position; keeps self well groomed.

**Attendance/Punctuality** - Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives at meetings and appointments on time.

**Dependability** - Follows instructions, responds to management direction; takes responsibility for own actions; keeps commitments; completes tasks on time or notifies appropriate person with an alternate plan.

**Initiative** - Offers to take on tasks readily; undertakes self-development activities; seeks increased responsibilities; takes independent actions and calculated risks; looks for and takes advantage of opportunities; asks for and offers help when needed.

**Innovation** - Displays original thinking and creativity; meets challenges with resourcefulness; generates suggestions for improving work; develops innovative approaches and ideas; presents ideas and information effectively.

**Judgment** - Displays willingness to make decisions; exhibits sound and accurate judgment; supports and explains reasoning for decisions; includes appropriate people in decision-making process; makes timely decisions.

**Planning/Organizing** - Prioritizes and plans work activities; uses time efficiently; plans for additional resources; sets goals and objectives; organizes or schedules other people and their tasks; develops realistic action plans.

**Quality** - Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

**Quantity** - Meets productivity standards; completes work in timely manner; strives to increase productivity; works quickly.

**Safety and Security** - Observes safety and security procedures; determines appropriate action beyond guidelines; reports potentially unsafe conditions; uses equipment and materials properly.

## **Qualifications**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

## **Education and/or Experience**

Associate's degree or equivalent from two-year college or technical school; or six months to one year related experience and/or training; or equivalent combination of education and experience.

## **Language Skills**

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of stakeholders or employees of organization.

## **Mathematical Skills**

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

**Reasoning Ability**

Ability to define problems, collect and interpret data, establish facts, and draw valid conclusions. Ability to collect an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

**Computer Skills**

To perform this job successfully, an individual should have knowledge of Skyward, RevTrack, Aesop, Gmail, School Messenger, PT ConferenceMaker, Powerschool, InfoSnap, Raptor, IWAS, SIS, Web Page Management, Konica Minolta Systems, Bogen Commander, EMS, PD Express, Language Link, Powerpoint or similar presentation program, Excel, Google Sheets, Word and Google Docs.

**Certificates, Licenses, Registrations**

Notary Public

**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.

While performing the duties of this job, the employee is regularly required to talk, hear, and use hands to finger, handle, or feel. The employee is frequently required to stand, walk, sit, and reach with hands and arms. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate to loud.