

Job Code 02RR  
Level H  
Revised: 06/20

## **SCHOOL ADMINISTRATIVE ASSISTANT**

### **QUALIFICATIONS**

#### **A. REQUIRED**

- High school diploma or equivalent
- Three years of progressive clerical experience
- Working knowledge of word processing, database and spreadsheet applications
- Passing score on the following skills assessments: Basic Computer, Internet Basics, Using Email, Microsoft Word and Microsoft Excel
- Must be able to become certified in First Aid prior to or after hire

#### **B. DESIRED**

- An Associate's degree or secretarial certificate from an accredited community college or vocational program
- Prior secretarial experience in a school setting

### **SUMMARY**

The School Administrative Assistant performs a wide variety of duties, including confidential responsibilities to overseeing the work of others, with minimal supervision from the principal. Regular attendance is necessary to perform the essential functions of this position.

Reports to: Principal

### **ESSENTIAL FUNCTIONS**

- Serves as an intermediary between the principal and the community, faculty, staff, parents, and students
- Responsible for regular office functions, including training staff in operation and maintenance of office equipment, coordinating the work of the building, office aides and other clerical support staff, and coordinating schedules
- Advises the principal of pertinent developments and the need for executive action and may assist in developing procedures that result
- Maintains inventory control and prepares purchase orders
- Responsible for handling payroll data, which includes timesheets and absence reports of classified and certified personnel
- Provides bookkeeping services to maintain and balance student activity, auxiliary and site budget accounts
- Maintains student registration records and student withdrawals, and submits accurate monthly reports to the district office
- Maintains attendance registers, absence and attendance records, and prepares statistical reports for the State
- Assists the principal in compiling and coordinating information for reports, correspondence and memoranda. Prepares and types the documents
- In the absence of the school nurse/health assistant, serves as nurse's aide in caring for sick and injured students, counseling students and parents, and dispensing medication

- Maintains the principal's appointment schedule and the school-wide calendar
- Occasionally performs cafeteria and/or playground duty

#### **ESSENTIAL FUNCTIONS – (continued)**

- Exhibits patience, courtesy and tact when dealing with others
- Promotes and supports district-wide educational advancement in 21<sup>st</sup> Century Skills.
- Integrates knowledge and skills that are relevant to the 21<sup>st</sup> Century
- Performs related duties, as assigned

#### **MENTAL AND PHYSICAL REQUIREMENTS**

- Ability to concentrate and remain seated for extended periods of time
- Ability to multi-task and coordinate activities in an office setting
- Ability to effectively communicate, both orally and in writing
- Ability to perform functions from oral and written instructions
- Ability to evaluate written materials
- Ability to perform tasks requiring manual dexterity