

Auburn School District**Job Title: Administrative Assistant – Assistant Principal****Reports To:** Building Administrator**Unit Classification:** AAEOP

Duties and responsibilities:

- Provide administrative support for two assistant principals, including answering phone lines, taking messages, assisting when appropriate, and coordinating calendars and scheduling appointments.
- Prepare suspension letters and maintain parent correspondence files, ensuring timely communication and proper record retention.
- Support discipline processes by entering data, maintaining records, and generating required reports.
- Update and distribute the master schedule; prepare and submit overload reports.
- Record and process CTE prior release and field trip requests in accordance with district procedures.
- Maintain and provide student information related to Student Rights & Responsibilities, Sexual Harassment, and Bullying policies.
- Assist with emergency preparedness, including creating required documents, supporting fire/intruder alert/earthquake drills, and submitting reports to appropriate agencies.
- Provide graduation support by updating and mailing the Commencement Guide, typing class roll for the program, and assisting with event coordination.
- Distribute keys to staff and substitutes, maintaining organization and accurate records of all keys issued.
- Prepare and provide student labels for various school and district mailings.
- Order business cards for staff as requested.
- Provide assistance with SAT coordination, parent/teacher conferences, and open house events.
- Assist with supervision of office assistants, ensuring completion of assigned tasks.
- Maintain reception area, conference room, staff mailbox area, kitchen area, and entry area display case/bulletin boards to ensure a welcoming and organized environment.
- Submit supply requests for self and assistant principals to the office manager.
- Serve as primary back-up for the Receptionist and as back-up for other administrative assistants as needed.
- Perform other duties and responsibilities as assigned.

Minimum Requirements:

- Proven ability to work in an environment with a commitment to anti-racism and anti-bias practices.
- Demonstrated ability to provide courteous, professional, and responsive customer service to a diverse community.
- Possess excellent skills in spelling, grammar usage, telephone procedures, typing, filing, correspondence, proofreading.
- Maintain appropriate levels of confidentiality in all matters pertaining to students, parents, staff, and programs.
- Treat staff, students, parents, and supervisors with courtesy and respect always.
- Proven ability to work both as a team member and independently, communicate effectively on a team, and take initiative to see assignments through without immediate supervision.

Required Knowledge, Skills, and Abilities Related to Cultural Competence and Equity:

- Ability to recognize and demonstrate awareness of one's own cultural identity as well as accepting and respecting the cultural identity of others.
- Commitment to establishing and supporting an environment that promotes cultural competence and equitable treatment of all staff, students, and families of the district.

- Ability to support and promote the Auburn School District's commitment to "Engage. Educate. Empower With Equity and Excellence".

Knowledge Skills and Abilities Desired:

- Windows and Skyward computer experience preferred and a willingness to learn district computer systems and applications.
- Ability to utilize Google/Zoom or other online services, host online meetings, conduct daily activities online, and produce in an online setting.
- Experience working with students in a formal and informal setting to include managing students with special needs.

Working Conditions:

Physical Demands – The position is primarily office-based, requiring frequent sitting at a desk and extensive use of a computer. The role involves occasional standing, walking, and reaching. The employee may need to lift, carry, push, or pull objects weighing up to 25 pounds. Fine motor skills and finger dexterity are necessary for computer work and handling office equipment.

Work Environment – Work is performed primarily in an office setting within a school district department. The position involves regular interaction with staff, students, and the public, requiring professionalism and a service-oriented approach. The noise level is generally moderate. Occasional travel between district sites may be required. The employee may experience exposure to common workplace conditions, including interactions with individuals experiencing stress or conflict.

The statements above are intended to describe the general nature of work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities and qualifications of personnel so classified.