

## Administrative Assistant - Office - Elementary/Middle School

### Purpose Statement

The job of Administrative Assistant - Office - Elementary/Middle School is done for the purpose/s of providing complex and confidential administrative and clerical support; conveying information regarding school functions and procedures; ensuring efficient operation of support functions; and coordinating projects and site activities.

### Essential Functions

- Answers school site telephone system for the purpose of responding to inquiries, transferring calls, and/or taking messages.
- Attends meetings, workshops and seminars for the purpose of providing information, recording minutes, coordinating materials and supporting the needs of the attendees.
- Coordinates a variety of programs and/or activities (e.g. meetings, site in-service day activities, workshops, travel and accommodations, observations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Greets visitors (e.g. students, parents, public, substitutes, vendors, etc.) for the purpose of responding to their inquiries and/or directing them to appropriate personnel in accordance with District policies regarding building security.
- Maintains inventory of supplies and materials for the purpose of ensuring items' availability.
- Maintains a wide variety of manual and electronic files and records (e.g. classroom data base, phone listings, ESIS, attendance, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Monitors assigned departmental activities and/or program components for the purpose of ensuring that goals are achieved, target dates are met and financial, legal and/or administrative requirements are satisfied.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Prepares a wide variety of reports, documents and correspondence (e.g. permission slips, reports, class lists, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a variety of topics for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, workshops, travel arrangements, facilities usage, school calendar events, pods, etc.) for the purpose of assisting in meeting staff professional development needs/requirements and ensuring the efficient utilization of funds, personnel, equipment and/or facilities.

- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

### **Other Functions**

- Performs other related duties, as assigned, for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; planning and managing projects; and performing basic record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities and/or meetings; gather and/or collate data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with similar types of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with constant interruptions.

#### **Responsibility**

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

#### **Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience is required.

**Education:** High school diploma or equivalent.

**Equivalency:**

#### **Required Testing**

#### **Certificates and Licenses**

#### **Continuing Educ. / Training**

#### **Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

#### **FLSA Status**

Non Exempt

#### **Approval Date**

4/9/2010

#### **Salary Grade**

ADM 7