

## Administrative Assistant - Principal - Elementary School

### Purpose Statement

The job of Administrative Assistant - Principal - Elementary School is done for the purpose/s of providing a wide variety of complex and confidential administrative, bookkeeping, and clerical support; communicating information on behalf of Principal; and acting as a liaison for assigned Administrator between school district and other outside agencies.

### Essential Functions

- Attends meetings, workshops and seminars for the purpose of providing information, recording minutes, coordinating materials and supporting the needs of the attendees.
- Composes a variety of complex documents (e.g. correspondence, agendas, minutes, event programs, bulletins, reports, etc.) for the purpose of communicating information to district personnel, the public, etc.
- 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.
- Coordinates purchase order activities (e.g. communicates with vendors, prepares purchase orders for approval, verifies that payments have been received, etc.) for the purpose of ensuring purchases are processed correctly and in a timely manner.
- Maintains a wide variety of manual and electronic files and records (e.g. KRONOS, ESIS, year-to-date cash balance, petty cash, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Maintains inventory of supplies and materials for the purpose of ensuring items' availability.
- Monitors financial procedures with individuals responsible for various school site financial operations (e.g. student activities, fund raisers, school store, student clubs, student fees, etc.) for the purpose of providing services within established guidelines.
- Oversees department staff and office operations for the purpose of ensuring appropriate procedures are followed and/or meeting work demands.
- Participates in meetings and professional development presentations for the purpose of acquiring and/or conveying information required to perform job functions.
- Performs record keeping and clerical functions (e.g. copying, data entry, taking and recording phone calls, etc.) for the purpose of supporting the principal and staff in providing necessary records/materials.
- Prepares a wide variety of reports, documents and correspondence (e.g. permission slips, reports, class lists, travel accounts payable vouchers, travel reimbursement, expense vouchers, past due fee collections, visa bills, etc.) for the purpose of documenting information, providing written reference and/or conveying information.
- Presents information (e.g. administrative procedures, services, regulations, etc.) for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.

- Processes financial information (e.g. purchase orders, check requisitions, etc.) for the purpose of updating and distributing information, authorizing for action and/or complying with established accounting practices.
- Reconciles student registration fee information for the purpose of providing accurate and timely financial information.
- Researches a variety of information for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a wide 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, busses, 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.
- Serves as a liaison to committees and/or organizations on behalf of administrator for the purpose of conveying and/or gathering information required for district operations.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.
- Transports money (e.g. bank deposit, petty cash, etc.) for the purpose of having the proper funds available and distributed appropriately.

### **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 need to occasionally 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 using job related software applications, preparing and maintaining accurate records; planning and managing projects; and performing basic bookkeeping and record keeping.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create 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 frequent interruptions.

#### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; tracking budget expenditures. utilization of resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on 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 with increasing levels of responsibility is required.

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

**Equivalency:**

**Required Testing**

Basic Bookkeeping Functions

**Continuing Educ. / Training**

**Certificates and Licenses**

**Clearances**

Criminal Justice Fingerprint/Background Clearance  
Kansas Certification of Health

**FLSA Status**

Non Exempt

**Approval Date**

4/9/2010

**Salary Grade**

ADM 13