

## Administrative Assistant - Student Services - Middle School

### Purpose Statement

The job of Administrative Assistant - Student Services - Middle School is done for the purpose/s of managing student records (grades, progress reports, etc.); archiving grades; distributing student grades; enrolling and withdrawing students; and assisting assigned administration.

### Essential Functions

- Archives students records for the purpose of ensuring accurate record storage.
- Assists in the Health Room, as needed, (e.g. questions about immunizations, sending passes, etc.) for the purpose of providing assistance to the School Nurse.
- Communicates with students, teachers, parents, district employees, etc. for the purpose of resolving problems and coordinating activities and processes.
- Coordinates parent communication processes (e.g. voicemail, online, etc.) for the purpose of ensuring that school communication processes meet District standards.
- Distributes documents and materials (e.g. student records, student grades, etc.) for the purpose of disseminating information to appropriate parties.
- Enters enrollment and withdrawal information using the automated student information system for the purpose of ensuring compliance with financial, legal, state or federal requirements.
- Maintains a variety of confidential files, documents and student records utilizing the computerized student records system (e.g. grades, transcripts, schedules, student information, etc.) for the purpose of documenting and/or providing reliable information relative to student records.
- Participates in meetings and professional development for the purpose of acquiring and/or conveying information required to perform job functions.
- Prepares a wide variety of documents and reports for the purpose of meeting school and District requirements in a timely manner.
- Responds to inquiries from a variety of individuals (e.g. teachers, parents, other schools, etc.) for the purpose of providing information and/or directions as may be required.
- Supports Counselors (e.g. answering phones, maintaining supplies and materials, copying, scheduling appointments, etc.) for the purpose of providing administrative assistance to the Counselors.
- Verifies student information (e.g. grades, prior course schedules, transfer student information, etc.) for the purpose of ensuring accuracy of the information.

### 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; and preparing and maintaining accurate records.

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; standard office equipment; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups of individuals; maintaining confidentiality; working with detailed information/data and meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent 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 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 30% sitting, 50% walking, and 20% standing. The job is performed in a generally hazard free environment.

**Experience:** Job related experience with increasing levels of responsibility is desired.

**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 8