Administrative Assistant - Early Childhood

Purpose Statement

The job of Administrative Assistant - Early Childhood is done for the purpose/s of providing a variety of complex and confidential administrative and secretarial support to assigned administrator; communicating information on behalf of administrator to school and district staff, other districts, public agencies, etc.; ensuring compliance of department/program activities with financial, legal and administrative requirements; and providing information, addressing issues and/or providing general support.

Essential Functions

- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of programs and/or activities (e.g. family enrollments, task assignments, meetings, social events, receptions, site in-service day activities, workshops, travel and accommodations, luncheons, committee schedules, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Maintains various documents, files and records (e.g. ECSE programs, calendars, voice mail systems, operational guides, etc.) for the purpose of providing up-to-date office resources, reference and/or audit trail for compliance.
- Performs record keeping and clerical functions (e.g. scheduling, copying, faxing, answer/take messages incoming phone calls, etc.) for the purpose of supporting the teacher and/or administrator in providing necessary records and/or materials.
- Prepares written materials (e.g. reports, correspondence, calendars/newsletters, yearly schedules, bulletins, memos, letters, flyers, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes documents and materials (e.g. maintenance requests, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Responds to inquiries from a variety of 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, travel arrangements, staff coverage, facilities usage, hearing appointments, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and 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 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; preparing and maintaining accurate records; and using pertinent software applications.

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: concepts of grammar and punctuation; and business telephone etiquette.

ABILITY is required to schedule 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 variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; 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; and working with frequent interruptions.

Responsibility

Responsibilities include: working under direct supervision using standardized routines; providing information and/or advising others; tracking budget expenditures. utilization of some resources from other work units may be 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: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing. This job is performed in a generally clean and healthy 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	Approval Date	Salary Grade
Non Exempt	3/11/2011	ADM 9