Corvallis SCHOOL DISTRICT

Job Title: Administrative Assistant 2

Reports To: Building Administrator
Classified Salary Range: 11
FLSA: Non-Exempt Classified

Purpose:

The Administrative Assistant 2 supports an administrator in the management of school, program, or division operations. This position plays a crucial role in ensuring the smooth functioning of the office and assisting with administrative tasks that promote efficient operation and communication.

Distinguishing Characteristics:

Both Level 1 and Level 2 Administrative Assistants provide essential administrative support at their school site or department. The Administrative Assistant 2 independently organizes and manages support activities, troubleshoots routine problems, and provides timely assistance to ensure smooth building or program operations.

Essential Duties and Responsibilities:

- **Administrative Support and Communication**
  - Provide general clerical support to administrators and department staff, ensuring efficient handling of correspondence, scheduling, and office tasks.
  - Assist with both written and oral communication to support decision making and facilitate collaboration among staff, students, and parents.
  - Organize activities, resolve issues, and respond to requests regarding building or program operations.
  - Explain district policies and procedures to staff, students, and parents to ensure consistent communication.
- **Data Management and Financial Oversight**
  - Maintain, store, and retrieve student and program-related records accurately and confidentially using office software and systems.
  - Assist in the evaluation of student records for appropriate placement in instructional programs.
- **Student Supervision and Support:**
  - Lead the work of staff or students as assigned, fostering a positive team environment.

    - Supervise students outside the classroom as assigned, supporting district discipline and instructional programs.
- **Additional Duties:**
    - Provide other related services or support as assigned by supervisors or district administration.

General Performance Requirements:

- Perform duties in a courteous and efficient manner that builds the confidence of staff, students, and the public in the Corvallis School District and enhances learning.
- Observe laws, district policies and procedures, and professional standards for the position.
- Establish and maintain effective working relationships with school personnel, parents, students and the public; work collaboratively as a team member.
- Maintain regular attendance at work and work activities and is punctual in meeting deadlines, attending meetings, and following schedule.
- Carry out work responsibilities with strong organizational skills effectively under pressure of deadlines, difficult situations, interruptions, and new or emergency conditions.
- Respect confidential information and the privacy of students, staff, and parents.
- Support students and staff in the district's career-related learning standards to encourage the development of independent work skills through career exploration and community involvement.
- Develop job skills necessary to meet changes in the position.
- Maintain personal appearance and hygiene appropriate to the position as defined by the district.
- Meet applicable district physical ability/health and safety guidelines for the position.

Qualifications:

To perform this job successfully, the individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or equivalent required.
- Previous experience in an office or school setting preferred, with a focus on clerical and student health services.
- Strong verbal and written communication skills, with the ability to interact effectively with diverse individuals.
- Proficient in using office software, including word processing, spreadsheets, and other office management systems.

- Ability to assist in budget development and manage expenditures in line with district policies.
- Ability to lead staff and students, fostering teamwork and effective collaboration.
- Ability to learn and follow district policies, student discipline procedures, and collective bargaining agreements.
- Ability to manage multiple tasks simultaneously, while maintaining attention to detail and meeting deadlines.
- Ability to obtain specialized training and/or certification as required (e.g., Standard First Aid training, CPR).
- Knowledge of safety and health procedures, including the ability to perform minor medical tasks as required by the position.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Regularly required to talk, hear, and communicate effectively.
- Frequently required to stand, walk, use hands to handle or manipulate objects, and reach with hands and arms.
- Regularly required to sit; occasionally required to stoop, kneel, crouch, or climb.
- Specific vision abilities required include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.
- The employee may be required to lift and carry up to 25 pounds regularly, and up to 40 pounds occasionally.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is generally low to moderate.
- The employee works mostly indoors in a school office environment.
- The employee may be exposed to bodily fluids and waste while performing duties.

NOTE: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions, or working conditions associated with the job. This job

description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify, or delete any aspect of this (or the position itself) at any time as it deems advisable.

Employee Statement: I hereby certify that I possess the physical and mental ability to regularly attend work and fulfill the essential functions of the above position either with or without reasonable accommodations. If I require accommodation (s) in order to fulfill any or all of these essential functions, I will inform the district prior to actually beginning work.

I have read and understand this job description.

Signature:_____ Date:_____

Administrative Assistant 2

ADDENDUM: WORKPLACE EXPECTATIONS-Requires Signature