



Clatskanie School District 6J

Job Description

Administrative Assistant I

Job Title:	Administrative Assistant I
Reports To:	Building Administrator
Classification:	Classified
FLSA Status:	Non-Exempt
Bargaining Unit:	OSEA

GENERAL DUTIES

Provide support for staff, students, and the community within established procedures. Ensure the accuracy of school records within an area of responsibility.

REQUIRED QUALIFICATIONS

- A. High school diploma or its equivalent
- B. Proficient oral and written communication skills in English
- C. Proficient in the use of computer and Internet based applications, including but not limited to email and systems applications
- D. Knowledge of standard bookkeeping practices

ESSENTIAL RESPONSIBILITIES

- A. Carry out the operations within an assigned area of responsibility and serve as backup to other areas
- B. Maintain files and update records within an assigned area of responsibility
- C. Prepare reports, notices, and correspondence
- D. Assist with the coordination of events and meetings
- E. Communicate with parents, students and the community
- F. Respond to, and troubleshoot, common concerns and refer problems to the appropriate resource or administrator
- G. Process educational records and ensure the accuracy of student data
- H. Communicate with outside agencies and provide appropriate data and records as needed
- I. Train other staff in operations related to their area of responsibility
- J. May coordinate logistics for events such as, arranging for transportation, coordinating workers, handling cash boxes, and reserving locations
- K. May collect money, process billing and monitor financial accounts
- L. May order and receive supplies
- M. May supervise students and/or administer student assessments, within established protocol, under the direction of licensed staff
- N. May be required to maintain current First aid/CPR certification, and implement medical protocols, as needed

This organization believes that every individual makes a significant contribution to our success. That contribution should not be limited to assigned responsibilities. Therefore, this position description is designed to define primary duties, qualifications and job scope but should not limit the incumbent nor the organization to the work identified. It is our expectation that every employee will offer his/her services wherever and whenever necessary to ensure the success of the District's goals.

PHYSICAL REQUIREMENTS

In 8-hour workday, this job requires:

R – Rarely (Less than .5 hr per day)

F – Frequently (2.5 – 5.5 hrs per day)

NA – Not Applicable

O – Occasionally (.5 – 2.5 hrs per day)

C – Continually (5.5 – 8 hrs per day)

Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary Standing			X		
Walking (level surface)				X	
Walking (uneven surface)			X		
Crawling	X				
Crouching (bend at knees)			X		
Stooping (bend at waist)			X		
Twisting (knees/waist/neck)			X		
Turn/pivot			X		
Climbing (stairs)		X			
Climbing (ladder)		X			
Reaching overhead				X	
Reaching extension				X	
Repetitive use arms				X	
Repetitive use wrists				X	
Repetitive use hands grasping				X	
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: 40 lbs.			X		
*Lifting/Carrying Maximum weight: 40 lbs.			X		

*Identify items typically moved:

WORKPLACE EXPECTATIONS

- A. Maintain regular and punctual attendance
- B. Follow site and/or District protocol for reporting absences
- C. Follow all District policies, work procedures
- D. Follow all reasonable requests/instructions by proper authority
- E. Maintain the integrity of confidential information relating to students, staff, and District operations
- F. Work independently in the performance of routine duties
- G. Make sound decisions
- H. Participate in required meetings and trainings related to the position

- I. Maintain required licenses/certifications and successfully complete required trainings for the position
- J. Utilize the District's electronic systems and applications related to the position
- K. Dress in a professional and appropriate manner for the assignment and work setting
- L. Demonstrate professionalism when working and communicating verbally and nonverbally with students, parents, and school personnel from diverse cultures and/or backgrounds
- M. Cultivate and model a respectful working and learning environment
- N. If employee is bilingual they may be required to interpret, translate documents, and/or communicate orally in the second language
- O. Report to other work sites on a temporary basis to fill a significant need as determined by a District level administrator

EMPLOYEE STATEMENT

"I have reviewed the above position description and understand its contents. I am aware that my position description may be revised or updated at any time and once notified of changes, I remain responsible for knowledge of its contents. I hereby certify that I possess the physical and mental ability to fulfill the essential functions of the above position with or without reasonable accommodation(s). If I require accommodation(s) in order to fulfill any or all of these functions, I agree to provide information to the District regarding the requested accommodation(s)."

Employee Name (print)

Employee Signature

Date

Pay Grade: Based on salary agreement
Last Revised: June 2024