

Isle of Wight County School District

Position Specification

Title: Administrative Associate I

Division:

FLSA: Non-Exempt

General Statement of Job

Performs various clerical tasks in a school or central office department (e.g. types correspondence, reports, order forms, and a variety of documents, assists pupils, parents, and staff in the office, etc.)

Specific Duties and Responsibilities

Essential Functions:

The following duties are representative for this position. The omission of specific statements of duties does not exclude them from the classification if the work is similar, related, or a logical assignment for this classification. Other duties may be required and assigned.

Receives incoming telephone calls and greets office visitors; performs word processing and data processing duties; preparing, maintaining and receiving records and files.
Prepares general correspondence, memorandum, reports, schedules, official notices and other materials from rough draft, copy, marginal notes;
Checks and reviews a variety of data for accuracy, completeness and conformance to established standards and procedures;
Schedules equipment repairs;
Schedules appointments, answers telephone, takes and relays messages;
Reviews and prepares student records;
Greets students, parents and visitors and provides appropriate assistance;
Maintains a variety of logs, records and files concerning specialized programs and activities such as special education, textbooks, etc.;
Receives, processes and distributes incoming mail and materials;
Makes arithmetical calculations; requisitions supplies and materials;
Maintains mailing lists, files and indexes; prepares and sorts files;
Records attendance, discipline and tardy data; enters data into computer; receiving, preparing and maintaining records and files;
Maintains databases of student information for all student transactions;
Generates a variety of reports from databases; notifies parents of students' absence;
Process new and withdrawing students; process student transfer records;
Collects and prepares data for records and reports; copies and files student records;
Performs related work as required

Education and/or Experience

High School Diploma supplemented by courses in word processing and considerable clerical experience. A comparable amount of training and experience may be substituted for the minimum qualifications.

Certificates, Licenses, Permits: None.

Knowledge, Skills & Abilities

Knowledge of standard office practices, procedures, equipment and office assistance techniques; thorough knowledge of business English, spelling and arithmetic; thorough knowledge of school programs and policies; knowledge to effectively use and operate various items of office related equipment, such as, but not limited to, a personal computer, calculator, copier, telephone and fax machine.

Skill in effectively communicating and interacting with other employees and the public through the use of the telephone and personal contact.

Ability to type and perform data entry work accurately and at a reasonable rate of speed; ability to make arithmetical calculations; ability to operate a variety of data entry and office equipment; ability to establish and maintain effective working relationships with associates, students, parents and the general public; ability to follow oral and written instructions

Performance Factors:

Interaction with Others: Ability to communicate clearly and to develop and maintain positive interpersonal skills. Ability to be flexible to meet changing requirements. Ability to demonstrate sensitivity among diverse populations.

Concentration: Ability to maintain workflow in a variety of environments and situations. Ability to manage multiple tasks.

Stressful Circumstances: Ability to produce quality work when short or unexpected deadlines are given relative to a project that may be in process. Ability to maintain composure in challenging situations.

Independent Judgment: After receiving an assignment is able to complete work tasks without constant and precise direction.

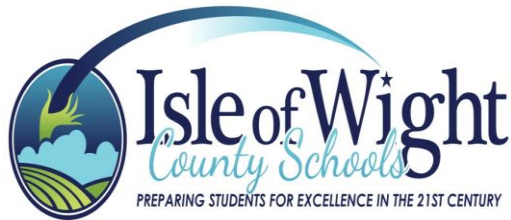
Organizational Skills: Ability to establish priorities; manage multiple tasks; and deliver a quality work product by a designated deadline.

Decision Making: Ability to make appropriate decisions.

Attention to Detail: Ability to recognize errors that detract from the accuracy of a work product.

Public Contact: Ability to communicate professionally and effectively, both verbally and in writing. Ability to demonstrate professionalism while interacting with others and to maintain positive working relationships.

Attendance and Dependability: Ability to be depended on for punctuality and faithful attendance. Ability to complete work in a timely, accurate manner and to be conscientious about work performance.



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DEPARTMENT:

ESSENTIAL ELEMENTS – JOB FUNCTIONS ASSESSMENT

Physical Requirements:

- ☒ Stamina
- ☒ Seeing-General
- ☒ Close Vision
- ☒ Color Perception
- ☒ Hearing/Listening
- ☐ Clear Speech-Simple
- ☒ Clear Speech-Complex
- ☒ Touching
 - ☒ Dexterity
 - ☒ Hand
 - ☒ Finger
- ☐ Smelling
 - ☐ Smoke
 - ☐ Food
 - ☐ Cleanliness
- ☐ Tasting
- ☒ Walking
- ☒ Lifting
- ☒ Pushing
- ☒ Pulling
- ☒ Typing
- ☒ Climbing Flights
- ☒ Carrying
- ☒ Kneeling
- ☒ Stooping
- ☒ Bending
- ☒ Sitting
- ☒ Flexibility
 - ☒ Upper Body
 - ☒ Lower Body
- ☒ Running Distance

- ☒ Standing
- ☒ Driving

Stress Factors:

- ☒ Repetition
- ☒ High Pressure
- ☐ Hazards
- ☒ Fatigue
- ☐ Boredom

Work Environment:

- ☒ Works Alone
- ☒ Works with Others
- ☒ Works around Others
- ☒ Verbal Contact with Others
- ☒ Face-to-Face Contact
- ☐ Shift Work
- ☒ Inside
- ☐ Outside
- ☐ Confined Areas
- ☐ Extreme Heat/Cold
- ☐ Temperature Change
- ☐ Wet and/or Humid
- ☐ Noise
- ☐ Vibration
- ☐ Mechanical Equipment
- ☐ Electrical Equipment
- ☐ Pressurized Equipment
- ☐ Burning Materials
- ☐ Moving Objects
- ☐ High Places

- ☐ Fumes/Odors
- ☐ Dirt/Dust
- ☐ Gases

Mental Requirements:

- ☐ Reading-Simple
- ☒ Reading-Complex
- ☐ Writing-Simple
- ☒ Writing-Complex
- ☒ Clerical
- ☒ Memorization
- ☒ Analyzing
- ☒ Perception
- ☒ Judgment
- ☒ Decision-Making

Equipment:

- ☒ Computer
- ☒ Keyboard
- ☒ Telephone
- ☒ Calculator
- ☒ Fire Alarm
- ☒ Switchboard Console
- ☐ Television Monitor
- ☐ Kitchen Appliances
- ☐ Vacuum Cleaner
- ☐ Maintenance Tools

Other:

- ☐ Laundry Equipment

I acknowledge receipt of this document.

Signature _____

Date _____