

**KENT SCHOOL DISTRICT
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT II-SECONDARY**

LAST REVISION DATE: May 17 th , 2023	WORK PERIOD: 9 Months
EEO CATEGORY: Administrative Support	UNIT CLASSIFICATION: KAEOP
FLSA STATUS: Non-Exempt	REPORTS TO: Principal or another administrator

PRIMARY PURPOSE

The purpose of this position is to perform a variety of clerical tasks and procedures to assist with the daily office operations, including the use of computer applications for such purposes as data entry, word processing, updating, and maintaining records. The employee performs work that is more varied and more complex in terms of procedures to be followed and the computer applications used than in AAI positions.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed while in other cases other duties may also be assigned staying within the classification level.

1. Provides clerical and office support, including word processing, filing, scheduling, and records control; performs data entry, word processing, spreadsheet, and/or report functions on an office computer.
2. Updates and maintains student and office records using an automated information system, maintains hard copy files, as needed.
3. Types correspondence and processes a variety of forms, opens and distributes incoming mail; performs office receptionist duties as needed, including telephones and visitors.
4. Prepares materials, including collating, sorting, and stapling; distributes materials.
5. Produces and duplicates materials; performs routine use and maintenance of copier equipment (i.e., toner supply, paper supply, routine maintenance checks); may use laminator equipment, and or similar machines; maintains related equipment/production records.
6. Provides health room services, as needed, in accordance with established district procedures; administers first aid to ill or injured students when appropriate; administers medication in accordance with district procedures; makes appropriate emergency communications, including follow-up reports, and maintains student health records.
7. Provides a friendly, open, and safe atmosphere in the office and school reception area.
8. Maintains a high degree of confidentiality regarding all district-related matters and records.
9. Assists other staff, as needed. Maintains adequate supplies for office operations; conducts inventory as required or necessary. Serves as member of the building or program support team; performs related duties consistent with the scope and intent of the position as assigned.

WORKING RELATIONSHIPS

Works directly under the direction of the building/department administrators. Interacts daily with administrators, school staff, public, and/or with district staff.

WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. The usual and customary methods of performing the job's functions require sitting, walking, standing, lifting, carrying, pushing and/or pulling, fine finger dexterity. Daily work is performed in a general office setting with clerical workstations close together. Visual and mental concentration on details, dexterity, and precision required. Constant interruptions, routine interactions with district staff, and experience a moderately high exposure to infectious diseases carried by visitors.

QUALIFICATIONS Must demonstrate a successful level of the knowledge, skills, and abilities listed below:

1. Ability to perform general office processes and procedures using a variety of office equipment including a computer, copy machine, fax, and calculator.
2. Ability to use standard office computer applications such as Microsoft 365, student database, or similar programs.
3. Ability to use correct grammar, spelling, and English usage.

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4. Ability to maintain timely, accurate, and efficient records, including preparation of reports from office records.
5. Ability to learn new operations, procedures, processes, and use of new equipment.
6. Ability to organize, set priorities, and work effectively under pressure.
7. Ability to exercise sound independent judgment, including appropriate handling of confidential matters.
8. Ability to establish and maintain effective working relationships with students, staff, parents, and the public.
9. Ability to communicate effectively.
10. Ability to demonstrate appropriate customer service skills.
11. Pass clerical test associated with this position.
12. Ability to work with significantly diverse individuals and/or groups.

Education and Experience

High school diploma/GED or equivalent educational experience; clerical or general office experience preferred; additional related training desirable; or any combination of experience and training which provides the applicant with the knowledge, skills, and ability required to perform the work.

Licensing and Certification

Valid first aid and CPR card may be required.

EVALUATION:

Evaluation responsibilities are assigned to the building principal or department administrator.

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge and skill typically required and the scope of responsibility but should not be considered an all-inclusive listing of work requirements. Individuals may temporarily perform other duties as assigned including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise balance the workload within the AAIL classification level.