

**KENT SCHOOL DISTRICT
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT II – DATA PROCESSOR - ELEMENTARY**

LAST REVISION DATE: Revised 1.25.2023	WORK PERIOD: 10 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 consistent use of computer applications for such purposes as data entry, word processing and 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 classification level and scope and intent of this position.

1. Provides clerical support, including filing, scheduling, and records control; performs data entry, word processing, spreadsheet, and/or report functions.
2. Updates and maintains student, student related, and school records, schedules, and reports using an automated information system; maintains hard copy files as needed.
3. May complete various letters and forms including but not limited to letters of enrollment verification.
4. Performs a variety of duties; alerts school administrators of problems; processes forms; reporting and filing; compiles statistics and maintains calendars; processes special forms.
5. Performs duties related to preparing educational records, requests and receives records from previous school, records receipt of records, creates academic history; processes records in accordance with legal disclosure procedures and assures the proper and legal control of records.
6. Knowledge of rules, laws, regulations affecting student enrollment, and student and school records.
7. Performs duties related to specific program and school activities, such as preparing transportation requests; preparing eligibility or award lists and certificates; preparing and maintaining special records, schedules, and reports; compiling statistics and maintaining databases; assembling and distributing special materials; processing special forms; typing letters
8. Maintains accurate enrollment and withdrawal counts and submits monthly state and district reports.
9. Types correspondence and processes a variety of program related forms; opens and distributes incoming mail; performs office receptionist duties as needed, including telephone and visitor reception
10. Prepares materials, including collating, sorting, and stapling; distributes materials
11. Provides a friendly, open, and safe atmosphere in office, reception area, and the greater school campus.
12. Interacts with all families and students in a sensitive, supportive manner.
13. Maintains a high degree of confidentiality regarding district-related matters and record
14. Serves as a member of the office support team; performs related duties consistent with the scope and intent of this position as assigned.

WORKING RELATIONSHIPS

Works directly under the direction of the building principal, and other administrators, with guidance and training by the office manager. Interacts daily with administrators, school staff, community partners, families, and 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 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.

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

1. Ability to perform general office processes and procedures and the use of a variety of office equipment. Including a computer, copy machine, fax, and calculator.
2. Ability to use standard office computer programs such as Microsoft 365, student database, or similar programs.
3. Ability to use correct grammar, spelling, and English usage.
4. Ability to maintain timely, accurate, and efficient records, including preparation of reports.
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 administrators, staff, parents, and the public.
9. Ability to communicate appropriately.
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 another 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 AAI classification level.