

**KENT SCHOOL DISTRICT
JOB DESCRIPTION**

2nd DRAFT

ADMINISTRATIVE ASSISTANT V

LAST REVISION DATE: May 2006	WORK PERIOD: 10 or 12 Months
EEO CATEGORY: Office & Clerical	UNIT CLASSIFICATION: KAEOP
FLSA STATUS: Non-Exempt	REPORTS TO: Principal or designee, or other administrator

PRIMARY PURPOSE:

The purpose of this position is to oversee and coordinate the daily operation of a school or district department/program office, including health room services; to manage the secretarial responsibilities of the administrative support staff; and to act on behalf of administrator(s), when appropriate. The employee independently performs a wide variety of secretarial and administrative support duties for the principal or district administrator and, as designated, for the school or district program/department staff. The employee performs broader office management responsibilities including providing leadership, guidance, training, and workflow coordination for three or more administrative support staff.

ESSENTIAL JOB DUTIES 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.

1. Provides for the accomplishment of secretarial and clerical work of the school or department by directing secretarial/clerical staff and volunteers, and provides varied secretarial support, including correspondence preparation, file maintenance, calendar scheduling, and records/budget control.
2. Provides leadership, guidance, training, and workflow coordination for school or district program/department for three or more administrative support staff.
3. Acts as receptionist, answers telephones, keeps calendar, sets up meetings/classes, and makes necessary travel arrangements for school or district program/department personnel.
4. May provides for the supervision of the services of the health room in accordance with established district procedures, under the direction of the principal and school nurse; administers first aid, when appropriate; administers medication in accordance with district procedures; makes appropriate emergency communications when necessary, including follow-up reports.
5. Provides for the maintenance, accounting, and regular reporting of records, including student records such as educational records, attendance records, health data, registration/withdrawal information, immunization records, and confidential data; fiscal records such as budget preparation and records control for student activity funds; labor and non-labor budget accounting, including petty cash and a revolving fund check system; fund deposits; employee travel records; purchase requisitions and orders; inventory; supplies and equipment; food service; and maintenance requests, work orders and records; security and other pertinent office records; and general records such as confidential payroll and personnel records, including payroll time sheets; voter registration and related information; office equipment maintenance and repair records; and historical data.
6. Assists with the annual budget preparation, both labor and non-labor; prepares annual KCDA supplies and materials order.
7. Responds to requests from central administration departments for information or assistance with distribution of materials and information.
8. Oversees the production and/or distribution of school or district program/department publications, including, but not limited to, calendars; building handbooks; school, district, and community newsletter information; and general public relations information.
9. Provides a friendly, open, safe, and service-oriented atmosphere in the office and reception area.
10. Maintains a high degree of confidentiality with regard to all district-related matters and records.
11. May assist administration in interviewing and recommending candidates for administrative support positions.
12. Provides input to the administration, as requested, related to performance of other administrative support staff.
13. Provides assistance to other staff, as needed.

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- 14 Serves as member of the building or program/department support team; performs related duties consistent with the scope and intent of the position as assigned.
- 15 Maintain all fingerprinting supplies and records. Take fingerprints of school volunteers.
- 16 Supervise student TA's.

WORKING RELATIONSHIPS:

Works directly under the direction of the building principal or district administrator. Coordinates and directs the work of assigned office staff and volunteers. Interacts daily with school or department staff, district support and administrative staff, students, parents, and patrons.

WORKING ENVIRONMENT:

The working 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 secretarial stations in close proximity. Visual and mental concentration on details, dexterity, and precision required. Constant interruptions, routine handling of distraught individuals. The employee may have a moderately high exposure to infectious diseases carried by students or other persons.

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

1. Knowledge of effective secretarial processes and procedures.
2. Knowledge of general office processes and procedures and the use of a variety of office equipment including a personal computer.
3. Knowledge of standard office computer applications such as MS Word, Excel, internet e-mail, or similar programs.
4. Knowledge of correct grammar, spelling, and English usage.
5. Ability to operate a personal computer.
6. Ability to operate modern office machines, including office copier, FAX, and calculator.
7. Ability to maintain timely, accurate, and efficient record keeping, including preparation of reports from office records.
8. Ability to learn new operations, procedures, processes, and use of new equipment.
9. Ability to organize, set priorities, and work effectively under pressure.
10. Ability to exercise sound independent judgment, including appropriate handling of confidential matters.
11. Ability to provide leadership, guidance, direction, training, and workflow coordination to three or more other administrative support staff.
12. Ability to establish and maintain effective working relationships with students, staff, parents, and the general public.
13. Ability to communicate effectively.
14. Effective customer service skills.
15. Effective secretarial skills.
16. Pass "A" level test
17. Ability to work with a significant diversity of individuals and/or groups.

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Education and Experience

High school diploma/GED or equivalent educational experience and four years clerical, secretarial, or general office experience; additional related or specialized 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 cards, Automated External Defibrillator (AED) training, and knowledge of modern health care procedures required for school positions.

EVALUATION:

Evaluation responsibilities are assigned to the building principal or district 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 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.