

KENT SCHOOL DISTRICT
JOB DESCRIPTION
ADMINISTRATIVE ASSISTANT I ELEMENTARY

5011

LAST REVISION DATE: March 2024	WORK PERIOD: 9 Months
EEO CATEGORY: Administrative Support	UNIT CLASSIFICATION: KAEOP
FLSA STATUS: Non-Exempt	
REPORTS TO: Principal or another administrator	SUPERVISES: None

PRIMARY PURPOSE:

The purpose of this position is to perform basic clerical support tasks to assist with daily office operations and to oversee students on the playground and other locations in an elementary school, or to provide non-instructional support to certificated staff and carry out various other documentation related tasks including the handling of sensitive and confidential information.

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 level I duties may also be assigned that are consistent with the scope and intent of this position.

1. Provides basic clerical support, including the use of Microsoft Office 365 programs and graphics. May enter data, maintain files and records, and disseminate messages.
2. May act as office receptionist, answer multi-line telephones, and greet visitors. May open, sort, and screen incoming mail.
3. Assists in duplication, preparation, and distribution of materials, including collating, sorting, stapling, die-cutting, and scanning.
4. Assists with the production/duplication of staff materials, including routine use and maintenance of copier equipment (i.e., toner supply, paper supply, routine maintenance checks); may use laminating equipment and comb binding machines; maintains related equipment/production records.
5. Assists with the reporting of school records as directed including, but not limited to student records and general school records.
6. Performs supervision of playground during recess and other scheduled student activities as directed; monitors student behavior and takes appropriate actions; maintains related records; may monitor student behavior at crosswalks, bus loading, or in the lunchroom.
7. Assists with the daily attendance reporting system, including school absence communications as directed.
8. Assists with the production and/or distribution of school correspondence, such as school, district, and community newsletter information, and public relations information.
9. Provides a friendly, open, and safe atmosphere in the office and school reception area.
10. Maintains a high degree of confidentiality in all district-related matters and records.
11. Provides temporary assistance to other staff, as needed, and time availability allows.
12. Maintains adequate supplies for office operations; conducts supply inventory as required or necessary.
13. Serves as member of the building support team; performs related duties consistent with the scope and intent of this position as assigned.

WORKING RELATIONSHIPS:

Works under the direction of the building principal or another administrator with guidance and training by the office manager. Interacts daily with students, school staff, public, and district staff.

WORKING CONDITIONS:

Daily work is performed in a general office setting with workstations close together. Visual and mental concentration on details, dexterity, and precision required. Constant interruptions, routine interaction with students and/or parents, and experience a moderately high exposure to infectious diseases.

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

1. Ability to use correct grammar, spelling, and English usage.
2. Ability to use an office computer, word processing skills desirable.
3. Ability to operate modern office machines, including office copier, FAX, and calculator.
4. Ability to maintain timely, accurate, and efficient record keeping, 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 appropriately.
10. Ability to provide a high level of 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; 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, 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.