

**KENT SCHOOL DISTRICT  
JOB DESCRIPTION  
ADMINISTRATIVE ASSISTANT II –ATTENDANCE**

|                                                 |                                                |
|-------------------------------------------------|------------------------------------------------|
| LAST REVISION DATE: May 17 <sup>th</sup> , 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 daily office operations, including the use of computer applications for such purposes as data entry, word processing and updating and maintaining records. Assist with attendance and/or Becca office. The employee performs work that is more varied and more complex in terms of procedures to be followed and the computer applications used as compared to AAI.

**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 support, including filing, scheduling, and records control; performs data entry, word processing, spreadsheet, and/or report functions.
2. Types correspondence and processes a variety of program related forms.
3. Updates and maintains student and office records using an automated student information system; maintains hard files, as needed.
4. Performs a variety of duties including admitting students who have been absent; alerting school administrators of attendance problems; processing forms for students with excessive absentee or tardiness problems; and BECCA reporting to administrator
5. Preparing and maintaining special records, schedules, and reports; compiling statistics and maintaining databases; processing special forms.
6. Provides a friendly, open, and safe atmosphere in offices and school reception area.
7. Maintains a high degree of confidentiality regarding all district-related matters and records.
- 8.

**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 workstation 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 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.

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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 other 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.*