

Administrative Assistant - C&I

Purpose Statement

The job of Administrative Assistant - C&I is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects. Demonstrates support for the Vision, Mission, Beliefs and Goals of District 202. Upholds the established Board of Education policies, regulations and administrative procedures.

This job reports to the Administrative Assistant -Curriculum & Instruction

Essential Functions

- Compiles data from a wide variety of sources (e.g. calendars, expenditures/budget/induction, in-service meetings, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, assessments, summer institute, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Fosters and maintains a positive and effective working relationship with all District staff, students, parents and the community for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains professional confidentiality in all areas of responsibility for the purpose of adhering to the policies, regulations and administrative procedures.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, reports, assessments, barcodes, professional development, CPDUs, grants, subscriptions, department website, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned administrator (e.g. program components, meeting arrangements, grants, assessment data, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information.
- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a wide variety of documents and materials (e.g. grants, requisitions, subscriptions, travel reimbursements, assessment data, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Reconciles account balances for the purpose of maintaining accurate account balances.
- Represents assigned Administrator in their absence for the purpose of conveying and/or gathering information required for their functions.

- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. meetings, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications, preparing and maintaining accurate records; planning and managing projects; analyzing; customer service; effective listening; guiding others; interpersonal aptitude; leadership; problem solving; and use of technology.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and understand multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and office methods and practices; current and emerging technology; common office equipment/software; and familiarity with National School Lunch Program is beneficial.

ABILITY is required to schedule activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize specific, job-related equipment. Problem solving is required to analyze issues and create action plans.

Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities, maintaining confidentiality, meeting deadlines and schedules, setting priorities, working as part of a team, working with frequent interruptions, communication with persons of diverse backgrounds/knowledge/skills, dealing with frequent interruptions, decision making, detail oriented, leadership and direction, multi-tasking, organizing, reliability, taking initiative, and bilingual is beneficial.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; providing information and/or advising others; operating within a defined budget. Utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to significantly impact the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience Job related experience is required.

Education High school diploma or equivalent.

Equivalency None specified.

Required Testing

Pre-employment Physical Exam

Certificates

High School Diploma or Equivalent

Continuing Educ./Training

Evaluation for Non-Union Support Staff

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Not Rated

Approval Date

Salary Range