



ADMIN ASSIST, STUDENT SUPPORT

Rev. July 2025

Job No.: 5606

Reports to: Senior Executive Director, Student Support

Dept./Campus: Student Support Services

FLSA Status: Non-exempt

Pay Grade: 506

Term: 226 Days

PRIMARY PURPOSE

To ensure the smooth and efficient operation of the Student Services Office in order to provide administrative and clerical support in the pursuit of maximizing quality student education.

MAJOR RESPONSIBILITIES AND DUTIES

- Support Student Services department
- Maintain the paperwork for district-wide grants, contracts, inter-local agreements, Memorandums of Understanding and other related documents.
- Organize and maintain the department budget.
- Compose and prepare correspondence, forms and documents. Proofread and edit documents prepared by Student Services department.
- Support Student Services with coordinating SHAC, Assistant Principal meetings and graduation ceremonies.
- Take calls from campus staff regarding issues related to Student Services department.
- Support Attendance Dropout Prevention Specialist when needed.
- Train and mentor, the district's assistant principal administrative assistants.
- Coordinate schedules.
- Take frequent calls from and/or meet with parents/guardians/community members who have complaints and determine who can best assist them.
- Assist with travel arrangements for Student Services department as needed, including making hotel reservations and turning in conference registration forms.
- Issue timely announcements of upcoming events and deadlines.
- Maintain records required by policy, regulation, law, or good practice.
- Prepare meeting agendas.
- Respond to requests for information.
- Assist in updating handbooks, policy manuals, and other related documents.
- Demonstrates regular and prompt attendance.
- Monitor the district's internet search system (Content Keeper reports) and Let's Talk communications related to Student Services.
- Support Title IX coordinator with investigation preparation and timelines.
- Perform other duties as assigned.

SUPERVISORY RESPONSIBILITIES

- None.

GENERAL QUALIFICATION GUIDELINES

Education/Certification/Experience:

- Graduation from an accredited high school or GED.
- Experience in administrative support work with payroll or accounting preferred.

Knowledge/Skills/Abilities:

- Knowledge of word processing, data entry, and file maintenance skills, including the ability to maintain accurate and auditable administrative, financial, and student records; basic bookkeeping/accounting principles and practices.
- Skills in organizational and interpersonal relations; emphasizing the ability to communicate pleasantly and effectively with students, parents, and staff members.
- Ability to use personal computer and software to develop spreadsheets, maintain and update databases, accomplish word processing tasks, prepare presentations, access e-mail and Internet applications, and be proficient with social media outlets.

Mental/Physical/Environmental Demands

- Needs to occasionally move about inside the office to access file cabinets, office machinery, etc.
- Constantly operates a computer and other office productivity machinery, such as a calculator, copy machine, and computer printer.
- Frequently communicates with other employees or public.
- Must be able to exchange accurate information.
- Ability to understand, remember, and communicate routine, factual information.
- Ability to organize and prioritize own work schedule on short-term basis.
- Ability to make decisions which have moderate impact on immediate work unit.
- Ability to compose letters, outlines, memoranda, and basic reports and/or to orally communicate technical information.
- Ability to communicate with individuals utilizing a telephone, computer or other electronic device.
- Use standard office equipment including personal computer and peripherals.
- Prolonged sitting; occasional bending/stooping, pushing/pulling, and twisting.
- Repetitive hand motions including frequent keyboarding and use of mouse; occasional reaching.
- Occasional light lifting and carrying (less than 15 pounds).
- Work with frequent interruptions.
- Maintain emotional control under stress.