Administrative Assistant - Class D

SUMMARY

Under basic supervision, provides a variety of administrative and secretarial support functions to assist with technical, clerical and operational duties; performs special assignments, updates records and computer databases, and provides information and assistance to school staff, parents/guardians, central office staff and the public; resolves operational issues using knowledge of the operations and policies of the Board of Education/District; performs any related bookkeeping, records management and communications functions.

RESPONSIBILITIES (may include but are not limited to):

- Routes phone calls and messages as needed.
- Performs experienced clerical, technical and administrative duties, including special projects, data entry, record keeping, research, processing documents; performs duties in accordance with Board of Education/District policies and procedures and within scope of authority; duties may vary according to job assignment and work skills.
- Monitors staff absences/attendance in ESS, as required.
- Establishes task priorities within work assignment.
- If required or assigned, enters and processes approved purchase orders in MUNIS.
- Provides information, instructions, and assistance to parents and others having business with the Board of Education/District; answers questions and resolves issues within scope of authority and training.
- Coordinates and organizes operational workflow; exercises initiative and independent judgment in performing duties; applies good judgment to resolving problems, analyzing data, and making decisions; and assures the effective communication of operational information.
- Supports the relationship between the Board of Education/District and the general public by demonstrating courteous and cooperative behavior when interacting with parents, visitors, and the community.
- Maintains absolute confidentiality of work-related issues, client records, and District information.
- Follows compliance rules governing child abuse.
- Performs related duties as required or assigned.

MINIMUM QUALIFICATIONS

Education, Training and Experience

High School Diploma; AND three years of progressively responsible secretarial or office administrative work and computer experience; OR the equivalent combination of education and experience. Prior school experience is desirable.

Knowledge of:

- Board of Education/District policies and procedures.
- Policies, rules, and regulations covering school operations and specific areas of assignment.
- Operations, services, and activities performed by assigned school/department.
- Methods and techniques of researching and compiling information.
- Personal computers utilizing standard and specialized software applications.
- Recordkeeping and file maintenance principles and procedures.

Skill in:

- Planning, prioritizing, and completing assignments with minimal supervision.
- Writing professional reports and correspondence from brief instructions.
- Utilizing software applications applicable to school operations (i.e., Kronos, Applitrack, Microsoft Word, Excel, SchoolDude, Google, etc.)
- Learning and applying new information, technology, and legislation applicable to school activities.
- Using initiative and independent judgment within established procedural guidelines.
- Researching and compiling data.
- Dealing tactfully with staff and the public.
- Following verbal and written instructions and procedures.
- Entering data into a computer system with speed and accuracy.
- Establishing and maintaining cooperative working relationships with co-workers.
- Communicating effectively verbally and in writing with a mastery of proper grammar, syntax, punctuation, and spelling.

LICENSE AND CERTIFICATION REQUIREMENTS

A valid Connecticut Driver's License may be required.

PHYSICAL DEMANDS/WORKING ENVIRONMENT

Work is performed in a standard office environment.

Terms of Employment:

Classification _____: Work Year - ____ weeks. Salary determined by agreement between Manchester Board of Education and Manchester Association of Educational Secretaries.

Non-Discrimination:

Manchester Public Schools does not discriminate in any employment practice, education program, or educational activity on the basis of race, color, religious creed, sex, age, national origin, ancestry, marital status, sexual orientation, gender identity or expression, disability (including, but not limited to, intellectual disability, past or present history of mental disorder, physical disability or learning disability), genetic information, or on any other basis prohibited by state and/or federal nondiscrimination laws. Manchester Public Schools does not unlawfully discriminate in employment and licensing against qualified persons with a prior criminal conviction. Manchester Public Schools is committed to a policy of equal opportunity/affirmative action for all qualified persons and equal access to Boy Scouts of America and other designated youth groups. Inquiries regarding Manchester Public Schools nondiscrimination policies and practices should be directed

to:

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