

# Richland School District Two

## **JOB DESCRIPTION** **(Revised November, 2012)**

### **JOB TITLE: Administrative Assistant**

FLSA Status: Exempt

Pay Grade: Professional Assistant

Days of Work: 240

### **GENERAL STATEMENT OF JOB**

Under limited direction, provides responsible administrative support to assigned Principal or Administrator and assigned location or division. Exercises independent judgment in interpreting and explaining policy, scheduling activities, coordinating school or office functions, administering support for school or district programs, handling special projects and problems, etc. Reports to the Principal or assigned Administrator.

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Responsible for implementing, maintaining, and/or monitoring school, office or district recordkeeping systems; develops and maintains reports, presentations, databases, etc. May develop and track records, reports and information related to incidents, accidents, average daily attendance, test scores, inservice or conference attendance, etc.

Compiles and analyzes data and prepares related statistical reports. Develops, analyzes and/or maintains various charts, graphs, forms, spreadsheets, databases, etc. using a variety of automated software applications. Completes forms or other documentation which could include purchase orders, supply orders, conference/travel claims, mileage claims, timesheets, rosters, etc.

Develops or organizes various materials including letters, memoranda, bulletins, claims, reports, statistical data, etc. from rough drafts, oral or written directions, or other sources. Manages various complex and non-routine special projects as assigned.

Researches and resolves various concerns or discrepancies; responds to complaints and inquiries or refers them to the appropriate persons and/or departments; interprets school or district policies, rules and regulations in response to queries of a routine or non-routine nature.

Maintains or assists in maintaining accounting records for assigned school(s) or budget(s); processes purchase orders and invoices; maintains accurate records of expenditures and balances. Performs reconciliations; tracks and compiles financial data and budget information as required. Orders, controls, and/or monitors school or departmental supplies and equipment as assigned.

Acts as a liaison between the school or department and internal or external customers by conveying information concerning rules, regulations, policies, and laws; addresses standard inquiries by letter, phone, e-mail, fax, or personal contact.

Maintains internal communication systems ensuring that instructional, substitute, temporary and support personnel are kept informed of needed information as appropriate. May coordinate the transfer of information between the site/program and outside agencies and districts.

Interacts with and assists students as necessary; assists students and parents/guardians by explaining and enforcing school, department, or district requirements, communicating with administrators or assigned supervisor as appropriate. Interacts with various levels of management, business persons, government

officials, outside agencies, and the general public.

Ensures that appropriate calendars of activities are maintained including the establishment of schedules for such items as parent conferences, Individualized Education Plan (IEP) meetings, school or location visitors, etc; may assist in the process of registering new students as necessary.

May coordinate and schedule transportation for students and staff, may assist in arranging and scheduling substitute and temporary employees for the school or location. Assists administrators and other staff in planning and preparing for staff meetings, inservices, conferences and workshops.

Assists in the development of office procedures, ensures that appropriate security and safety methods are employed within the office; orders supplies and equipment for the school and/or program ensuring that adequate supply levels are maintained.

Provides general secretarial support by performing such duties as answering, screening and directing telephone calls; screening incoming mail; typing; developing and maintaining a central filing system; directing visitors; scheduling meetings; taking minutes, etc. May provide clerical or administrative assistance as a back-up to other school or departmental staff.

Operates general office equipment such as a computer, printer, copier, calculator, facsimile machine, telephone system, etc.

Willingly performs other duties as assigned or requested.

### **MINIMUM TRAINING AND EXPERIENCE**

Associate degree in secretarial science or business school graduate with ten or more years of responsible secretarial and administrative support experience; or any equivalent combination of training and experience which provides the required knowledge, skills and abilities. Must possess a valid South Carolina driver's license.

### **JOB REQUIREMENTS**

#### **Knowledge:**

Extensive knowledge and proficiency with Microsoft Office applications including Word, Excel, PowerPoint and Access. Extensive knowledge of Business English, spelling, punctuation, mathematical computation and possession of an excellent vocabulary. Superior knowledge of school and departmental policies, procedures, and operations. Extensive knowledge of the principles of office management and of modern office procedures, systems and equipment. Extensive knowledge of spreadsheet analysis, and database design/operations. Extensive knowledge of word processing, e-mail, electronic file management, the Internet, and reporting and presentation software. Superior knowledge of the records and reports which must be prepared and maintained. Extensive knowledge of district bookkeeping practices. Superior knowledge in maintaining confidentiality of information of a sensitive and confidential nature.

#### **Skills/Effort:**

Strong ability to analyze varied and complex functions, processes and tasks for the preparation of varied and complex records and reports. Advanced skill in compilation and/or research methods and analysis techniques. Strong ability to maintain high standards of accuracy in exercising duties. Superior ability to anticipate work to be completed and initiate proper and acceptable direction for the completion of work with little to no supervision and instruction. Superior ability to work independently on responsible and confidential assignments and complex administrative tasks. Ability to type clear copy at the minimum required rate. Demonstrates extensive skill in the use of general office equipment such as a calculator,

computer, copier, switchboard, facsimile machine, etc. Strong ability to make arithmetical computation and tabulations with speed and accuracy. Superior verbal communication, organization, time management and telephone skills. Strong ability to handle frequent interruptions and difficult and stressful situations in a professional and appropriate fashion.

**Additional Physical, Cognitive, and Other Requirements:**

Duties involve sedentary work that includes some standing or walking. Must be able to talk, read and hear, and effectively perceive and exchange information in a variety of oral, written and/or printed formats. Must be able to record and exchange data, and follow or deliver verbal or written instructions. Duties require the ability to prepare various records and reports and enter data in correct form including proper spelling, punctuation, and grammar. Must be able to compare and analyze information in numeric or symbolic form, and appropriately process color, depth and spatial relationships. Must have sufficient hand, eye and foot coordination to use or operate standard office equipment, items, and supplies. Duties of the job require routine keyboard operations and the frequent use of a computer monitor and related equipment. Duties may involve the pushing, pulling and/or lifting of items weighing up to 25 pounds and the exertion of up to 10 pounds of force on a recurring basis.

**Working Conditions:**

Conducts duties in an office environment with little significant exposure to environmental conditions. Requires the ability to work under a degree of stress related to duties that require constant attention and meeting deadlines. Physical demands are restricted to office work requiring the lifting/moving of items weighing up to 25 pounds. Routine local travel is required; no overnight travel is required. Job requires the operation of standard office equipment including the frequent use of a computer, monitor and related equipment for long durations.

**Responsibility:**

No direct budgetary or supervisory responsibility.

**DISCLAIMER STATEMENT**

This job description is not intended as a complete listing of job duties. The incumbent is responsible for the performance of other related duties as assigned/required.

**EEO STATEMENT**

Richland School District Two is an Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, national origin, handicap or disability, or any other protected characteristic in admission to, access to, treatment in or employment in its programs and activities.

**SIGNATURES/APPROVAL:**

_____	Date: _____
_____	Date: _____
_____	Date: _____