

GENERAL INFORMATION

TitleAdministrative Assistant – ACC and QCC-TEC
DepartmentArea Career Center
LicensureNot Applicable
EndorsementNot Applicable
ClassificationClassified (10-month, eight-hour position; M-F; additional 20 days as determined by the Director)
FLSA StatusNon-Exempt
Reports toArea Career Center Director
Supervisory ResponsibilitiesNot Applicable
Prior ExperienceExperience as an administrative assistant/secretary is preferred
EvaluationEvaluated by the assigned supervisory staff using the agreed upon evaluation tool

JOB GOAL(S)

Under general supervision of the Area Career Center Director, the employee will provide administrative support to various stakeholders at the site; including staff, students, and visitors. Establish and maintain records; compile and distribute materials and reports; and respond to inquiries from a variety of internal and external sources. Ensure smooth and efficient operations of the special services office and any extension of the office to ensure that the maximum positive impact on student learning can be realized.

MAJOR DUTIES AND PERFORMANCE RESPONSIBILITIES

The criterion indicated below describe various types of work that may be performed. The exclusion of specific responsibilities does not prohibit them if the work is similar, related, or a logical task of the position.

Office Management

- Maintain friendly and welcoming decorum with parents, students, staff, volunteers, and general office visitors.
- Sort and classify incoming mail for efficient distribution to appropriate recipients within the department.
- Operate the office phone system, which includes answering and routing incoming phone calls.
- Assist building administration, transportation director, teachers, staff, and district office personnel as needed.

Communication

- Respond to email and phone inquiries from a variety of individuals (e.g. staff, parents, students) for providing information and/or directions as may be required. Refer problems and concerns to administrator for attention as needed.
- Assist administration in assigning daily or class period substitute coverage for teachers and paraprofessionals in the department.

Student and Financial Records Management

- Create and maintain temporary and/or permanent records for all students enrolled in the program when applicable.
- Securely process requests for student records in cooperation with other staff members.
- Produce reports on a regular basis including meeting minutes.
- Maintain and process student data records.
- Work with state and federal agencies to respond to requests for information.

Technology

- Proficiently use various software programs specific to communication and student/staff information systems (Skyward, Embrace, Google for education)

MENTAL DEMANDS*Knowledge*

The employee is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include knowledge of software packages for education (GoogleApps, Embrace, Skyward), word processing, and spreadsheet creating; parent notification systems, and working knowledge of basic hardware operations used by the district.

Ability

The employee is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use basic, job related equipment. Flexibility is required in this position to work with others in a variety of circumstances; work with data utilizing defined but different process; and operate equipment using defined methods. Some problem solving may be required to identify issues and select 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: communicating with diverse groups; being attentive to detail; meeting deadlines and scheduled; adapting to changing work priorities; displaying patience, a sense of humor, and team-work.

Education/Preparation

The employee shall possess the equivalent of a high school diploma. Experience working with high school students and their families in a school setting preferred.

Reasoning

The employee shall possess the ability to define problems, collect data, establish facts, and draw valid conclusions. The employee shall possess the ability to solve practical problems and deal with a variety of abstract and concrete variables in situations where only limited standardization exists. The employee shall possess the ability to interpret an extensive variety of technical instructions in written, oral, diagram, or schedule form.

PHYSICAL DEMANDS

While performing the duties of this job, the employee is regularly required to sit, stand, walk, talk, hear, and smell. The employee is occasionally required to sit; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

WORK ENVIRONMENT

While performing the duties of this job, the employee regularly works inside and works in an educational setting with children of varying ages and abilities. Work duties may include occasional work in outdoor weather conditions and is subject to noises associated with an educational environment, both indoors and outdoors. However, the noise level in the work environment is usually moderate. The employee is partially responsible for the safety and well-being of various school stakeholders. Duties may occasionally be performed in classrooms, offices, conference rooms, cafeterias, parking lots, gymnasiums, auditoriums, and hallways. Work environment will include extensive contact with students, staff, and volunteers.

The mental demands, physical demands, and work environment characteristics are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to allow an employee with disabilities to perform the essential functions.