

## **ADMINISTRATIVE ASSISTANT**

Reports to and evaluated annually by: District Clerk

**UNIVERSAL OBLIGATIONS/EXPECTATIONS OF EACH STAFF MEMBER** It is the expectation of the District that each staff member will: (1) put the safety, health and well-being of students at the forefront of all actions, job responsibilities and decisions, and (2) undertake all duties in alignment with the District's Strategic Plan.

### **SUMMARY OF FUNCTIONS:**

Assisting the District Clerk with day-to-day operations, this position will perform a variety of routine clerical and administrative support work to support the business operations of the District.

### **ESSENTIAL FUNCTIONS:**

- Performs assigned clerical tasks such as filing, typing, and preparing documents.
- Dictates, collates, and assembles materials for distribution
- Update and maintain the district website, as needed for the food service, school board, and transportation portions.
- Independently composes a variety of materials such as letters, emails, memoranda, grant applications, bulletins, requisitions, reports, and statistical data from rough drafts or oral instructions.
- Maintain accurate records for food service and transportation as necessary.
- Perform basic bookkeeping and banking transactions, including reconciling monthly transactions for online payment systems.
- Assist with preparation of Board packet materials and annual audit documents, as needed.
- Assist with and prepare data collection for state and federal reporting as necessary.
- Assist with food service operations as needed, including daily and monthly record keeping and reporting ● Assist with processing of free/reduced meal applications and act as the District's determining official as necessary.

*Other functions may be required as given or assigned.*

### **DESIRED MINIMUM QUALIFICATIONS:**

- Equivalent of a high school diploma supplemented by, or including courses in office organization or secretarial skills, or any combination of training and/or experience that provides the desired knowledge and abilities.
- Prior service demonstrating responsible office experience, preferably in a school district.
- Courteous and friendly attitude to all visitors, parents and staff who visit the school office.
- Work efficiently and with a service-oriented attitude under stressful situations with constant interruption.
- Operate telephone systems and handle a variety of telephone calls and personal contacts with tact, diplomacy, and discretion.
- Perform a variety of clerical work involving use of independent judgment and requiring accuracy and speed.
- Receive and give information over the telephone or in person in a courteous manner.
- Change and adapt office procedure and details in concert with the needs and requirements of the District.
- Understand and apply complex policies and rules.
- Maintain cooperative working relationships with those contacted in the course of work.
- Type proficiently.
- First Aid and CPR/AED Certification
- Ability to maintain confidentiality of employment and student matters.
- Ability to effectively manage time and responsibilities.
- Ability to read, analyze, and interpret general business correspondence.

- Ability to write reports and business correspondence.
- Ability to effectively present information and respond in a timely manner to questions from the general public.
- Ability to communicate clearly and concisely in both oral and written form.
- Ability to establish and maintain effective working relationships and collaborate with students, staff, and the community.
- Ability to effectively work independently with minimal supervision.
- Demonstrate initiative, ingenuity, flexibility, and desire to expand personal knowledge and skill set.

**EQUIPMENT USED:**

Standard office equipment, including calculator, copier, telephone/voice mail, fax, computer along with applicable software including PowerSchool, Excel, Word, and Infinite Campus, Email, Google Chrome, Internet Explorer.

**WORK ENVIRONMENT:**

While performing the duties of this job, the employee regularly works inside. The employee must work well under pressure to meet multiple and sometimes competing deadlines. The employee shall demonstrate cooperative behavior with colleagues and supervisors. The noise level in the work environment is usually moderate.

**PHYSICAL DEMANDS:**

While performing the duties of this job, the employee is frequently required to sit; occasionally walk and stand; twist at neck and waist. Specific vision abilities required by this job include close vision, distance vision, depth perception, and the ability to adjust focus. The employee is required to be able to hear conversations in quiet environments. May be required to lift or move up to 30 pounds.

**MENTAL/MOTOR DEMANDS:**

While performing the duties of this job, the employees often perform routine work. The employee frequently exercises flexibility (ability to shift from one task to another). Guidance and reinforcement are usually available. The employee frequently works within time constraints and maintains attentiveness intensity. The employee is frequently involved in social interactions which require oral and written communications.

*The physical demands, work-environment characteristics, and mental/motor demands described within this job description are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable Accommodations may be made to enable individuals with disabilities to perform the essential functions.*

**For those classified employees employed under a written contract for a specified term, nothing contained in this job description shall create a property right beyond the specified duration of the employment contract.**

History

Approved on: June 30, 2021

Revised on: