

WALNUT VALLEY UNIFIED SCHOOL DISTRICT

JOB TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION

Under the direction of the Principal, perform a wide variety of clerical and secretarial duties to coordinate the elementary and middle school office activities and assist the Principal in administrative tasks; perform public relations and communications services for the Principal; and to do other related work as required. Incumbents in this classification provide clerical support to an elementary or middle school Principal; and provide students, staff and the public with information through the performance of a wide variety of secretarial services, which directly supports learning.

ESSENTIAL JOB FUNCTIONS

- Coordinates the overall school and office activities and assists the Principal in administrative tasks
- Greets and receives public, parents, students, vendors, etc. to respond to their inquiries and to direct them to appropriate personnel
- Serves as a personal secretary to the principal and school/office management organizer to administration and staff
- Acts as an administrative liaison to staff, parents, students, and the community
- Prepares drafts and distributes correspondence and written materials to document activities and convey information
- Schedules conferences, appointments and meetings to disseminate information to appropriate parties; calendars events, meetings and extra-curricular activities
- Acts as site administrator for risk management, injuries, and accident reports for the Workers' Compensation program
- Receives, opens, prioritizes and distributes mail
- Provides administrative assistance by receiving and responding to inquiries over the telephone or in person from parents, staff, District staff, students or the general public
- May assist in health office with first aid and dispensing of medication as needed in accordance with District policies and regulations
- Collects, compiles, organizes, and records a variety of data related to enrollment, attendance, personnel, payroll, budget, and student activities; prepares and maintains related logs and records and reports
- Prepares time sheets, sub-billing for classified and certificated employees
- Refers specific communications or correspondence to appropriate staff members for the gathering of data for the administrator's review
- Assists in orienting substitute personnel, providing keys, and instructional materials
- Oversees the registration, enrollment, release or transfer of students
- Initiates follow-up activities to ensure that the operational time lines are met
- Independently, or in accordance with general instructions, composes correspondence concerning a wide range of subjects requiring a thorough knowledge of policies, regulations, and operational procedures
- Reviews the grammar, punctuation, and formatting of outgoing correspondence and other materials and ensures consistency with District policies, regulations, and operational procedures
- Schedules and organizes the clerical functions of the office personnel, morning supervisors, noon aides, and office to which assigned

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- Acts as site administrator of multiple software (e.g., Google calendar, My Portal, AESOP, School Website, Marquee, etc.)
- Oversees and maintains the site District Volunteer Program
- Maintains accurate and current student emergency release information and oversees the release of students to authorized persons
- Requisitions, orders and maintains an adequate inventory of supplies and instructional materials (e.g., warehouse and buyout orders, shared school-wide supplies, software, computers, furniture, consultant agreements, conferences, field trips, etc.)
- Receives and checks in school deliveries; tracks deliveries to appropriate staff member
- Prepares Board agenda items
- Assists with budget planning and expenditure control; maintains budgets through Escape and at-a-glance spreadsheets for various budgets (e.g., General Fund, LCFF Supplemental, STEAMO, Donation Account, Educator Effectiveness Funds, camp fund, extra duty funds for department heads and coaching assignments, etc.)
- Assists with the organization of morning- and noon-supervisors for special school projects
- May take and transcribe notes pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature (e.g., School Site Council meetings)
- May collect and account for money associated with school activities according to established procedures
- May assist in the scheduling of school facilities pertaining to civic center use and after-school programs
- May administer routine First Aid and contact appropriate person and agency in event of serious illness or injury
- Performs other duties related to the class as assigned

JOB REQUIREMENTS – QUALIFICATIONS

Skills, Knowledge and/or Abilities Required:

Skill to:

- Operate modern office equipment including word processing and data processing equipment, automated record management and filing systems
- Establish and maintain comprehensive and accurate files, records, and prepare concise and complete reports as required
- Compose correspondence independently
- Take notes and minutes related to meetings and correspondence
- Make arithmetical calculations with speed and accuracy

Knowledge of:

- Methods and procedures for organizing and coordinating specialized clerical tasks
- District organization, operations, policies and procedures
- English usage, grammar, spelling, and punctuation
- Methods and techniques for office management and organization
- Basic first aid procedures and techniques
- General business correspondence, report writing techniques and telephone etiquette

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Ability to:

- Learn, interpret, and apply legal mandates, policies, rules and regulations, and operational procedures pertaining to the District or individual school
- Solve problems and operate independently with minimal direction
- Understand and perform duties within scope of authority
- Assume responsibility for routine administrative details
- Train and provide direction to office staff
- Plan, schedule and coordinate the clerical activities of the office
- Assemble diverse data and prepare clear and concise reports, correspondence and related material
- Communicate effectively both orally and in writing
- Meet schedules and time lines
- Answer routine questions as directed on behalf of supervisor
- Work courteously and tactfully with co-workers, public and parents
- Promote team building and a positive work environment
- Adapt easily to work assignments, additional priorities, and new procedures
- Receive constructive criticism and modify work appropriately
- Suggest procedural improvements to supervisor as appropriate
- Skillfully handle difficult situations using good judgment
- Maintain high level of professionalism while keeping the needs of customers a top priority
- Keyboard at an acceptable rate of speed

PHYSICAL DEMANDS

Persons performing service in this position classification will be expected to perform medium work, which involves lifting no more than 50 pounds at a time occasionally, and frequently lifting or carrying of objects weighing up to 25 pounds. The work may occasionally involve ascending stairs and ramps and involve sitting for extended periods of time. If someone can do medium work, it is deemed that he or she can also do sedentary and light work. (*Per the Code of Federal Regulations – Section 404.1567 “Physical Exertion Requirements”*)

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENTExperience:

Three (3) years of responsible and varied secretarial and clerical experience, including some experience in organizing and coordinating specialized clerical functions. Experience in an educational setting referred.

Education:

Equivalent to the completion of High School, including or supplemented by coursework in computer applications, office management, data entry and output report development, or other related skill areas.

LICENSE AND/OR CERTIFICATE REQUIREMENT

- Possess and maintain a First Aid Certificate