

ROSS VALLEY SCHOOL DISTRICT

SCHOOL ADMINISTRATIVE ASSISTANT

SUPERVISION EXERCISED AND RECEIVED:

Under the immediate supervision of the Principal.

DISTINGUISHING CHARACTERISTICS:

Many decisions of non-educational nature are made and duties performed while the principal is absent from the office or involved in other areas of school or District operation. Work of the School Administrative Assistant must be completed accurately and on time. Frequent contact with parents, teachers and students under varied and often trying situations is characteristics of positions in this classification.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

Acts as Assistant to the principal, performing a variety of secretarial and clerical duties such as:

- Assists in drafting correspondence and school/district directives, composes correspondence and reports for principal's approval;
- Organizes, produces, and distributes daily staff and student bulletins;
- Assists with maintenance of school budget;
- Maintains principal's calendar for appointments, classroom/school visitations;
- Keeps daily records and monthly registers of student attendance; prepares monthly attendance report and submits to District Office; verifies student absences and/or tardies;
- Handles pupil enrollments and transfers;
- Maintains cum folders, emergency cards, mailing lists, etc.;
- Administers first aid; makes necessary calls for assistance;
- Prepares student and staff accident reports;
- Acts as receptionist, receives and answers inquiries of visitors, telephone callers, regarding policies, procedures, and operation of the school and district; receives and refers messages for staff and students;
- Orders, distributes, records and accounts for school/teacher supply inventories;
- Processes purchase orders, demands and requisitions;
- Organizes, edits and produces school newsletter to parents;
- Maintains employee records of absences, timesheets, and submits reports weekly and monthly to District Office; distributes paychecks to all personnel;
- Files correspondence, all information pertaining to students including test results, progress reports, report cards, etc.; reviews student information for accuracy and completeness;
- Performs various typing tasks for school staff. Arranges spaces for different activities before and after school, as well as for special programs within the school;
- Familiarizes new personnel, substitutes, and parent volunteers with school programs, procedures, use of school equipment, and provides any other needed information or help;

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- Receives, distributes and dispatches mail;
- Oversees school office personnel and student office monitors;
- Maintains and operates copier, typewriters, adding machine, computer, printer, telephone system, etc.;
- Operates bell system when not utilizing programmed schedule;
- Keeps District Office informed of all changes regarding students and personnel;
- Updates or learns new skills as required;
- Completes work accurately and in a timely manner;
- Tracks independent study forms;
- Maintains budgets as assigned;
- Attends staff meetings and takes minutes;
- Maintains student schedules on computer update and tracks student information documents from all homerooms;
- Maintains discipline tracking (daily detention list, LOP lists, and suspensions);
- Calculates grade point averages;
- Maintains attendance records for each period;
- Assists with on-campus supervision as needed;
- Responsible for work permits;
- Other related duties as assigned.

MINIMUM REQUIREMENTS:

Knowledge of:

- Office methods and office machines;
- Clerical techniques;
- Business English, including vocabulary, correct grammatical usage and punctuation;
- Ability to use computer programs for work processing, spreadsheets, data bases, Internet, and/or multi-media.

Ability to:

- Perform clerical work;
- Make arithmetical computations;
- Type at a speed of 55 words per minute from ordinary manuscript, printed or typewritten material;
- Follow directions and make mature decisions;
- Learn specific rules, regulations, laws and procedures and apply them with good judgment in a variety of cases;
- Complete tasks in a timely manner;
- Meet the public courteously and tactfully and answer questions;
- Establish and maintain cooperative and effective relationships with parents, students, and the community;
- Meet the physical requirements necessary to safely and effectively perform assigned duties;
- Maintain effective work relationships with those contacted in the performance of required duties;

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- Learn and follow the practices, rules, and regulations of the District and the school to which assigned;
- Maintain the confidentiality of school related information.

EDUCATION:

- High School graduate or the equivalent.

EXPERIENCE:

- Two years of successful full-time paid experience in secretarial work of a responsible nature requiring frequent contact with the public.

Last Approved: August 23, 1990

Last Revised: September 2004