

SWEETWATER UNION HIGH SCHOOL DISTRICT

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned Principal, perform complex, varied and responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail; plan, coordinate and organize site and office functions; coordinate the flow of communications for the Principal; act as a liaison between site administrative and educational staff, students, district office and the community.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform complex, varied and responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail; plan, coordinate and organize site and office functions; serve as the primary secretary to the assigned Principals; provide support to other administrators as required; assure smooth and efficient office operations.

Coordinate flow of communications for the Principal; initiate and answer telephone calls; screen and route calls; take messages; greet and assist visitors; respond to inquiries and provide information; exercise independent judgment in resolving a variety of issues and refer difficult issues to the Principal or other administrator as necessary.

Communicate with District personnel, students, staff, parents, community members, vendors and various outside agencies to exchange information, coordinate activities and resolve issues or concerns related to office programs, purchase orders, District personnel, events, attendance, schedules, classes, policies, procedures and assigned activities.

Compile and verify information and input a variety of data into assigned computer system; establish and maintain automated records and files; develop and update spreadsheets; generate computerized reports in accordance with established time lines; process a variety of forms and applications.

Prepare requests for substitute personnel; check in substitutes; prepare appropriate payroll and attendance reports for site personnel; issue and collect keys and maintain related documentation; prepare and distribute Personnel Action Requests as assigned.

Compile, prepare and input payroll information for non-contract duty hours for substitutes, class coverage, extra duty, overtime and hourly employees; prepare month-end payroll report for Principal's approval; process employee attendance information as required.

Prepare and maintain a variety of data, records and reports related to office programs, expenditures, student information, attendance, financial activity, accounts, budgets, inventory, personnel and assigned functions; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Prepare, maintain and monitor budget information for the Principal; prepare recommendations for

budget transfers and monitor expenditures; assist in assuring expenditures do not exceed established limitations.

Compose correspondence independently on a variety of matters; compile and type various materials such as letters, lists, labels, forms, brochures, handbooks, certificates, newsletters, bulletins, memoranda, evaluations and agenda items; format, edit and proofread written materials for accuracy, completeness, and conformance with applicable rules, regulations and procedural requirements.

Monitor inventory levels of office supplies and other assigned goods; order, receive and maintain adequate inventory levels of supplies, equipment and other goods as required; prepare, process and track requisitions for orders and other expenditures according to established guidelines and policies.

Organize and oversee the maintenance of office files; maintain confidential information and records; supervise record processing and submit paperwork relating to personnel employment and payroll requirements.

Operate a variety of office equipment including a copier, calculator, fax machine, typewriter, computer and assigned software; arrange repairs for various office and school equipment as needed.

Receive, open, sort, screen and distribute incoming mail for the Principal; prepare and disseminate materials, information and bulk mailings to the public and staff.

Schedule, arrange, attend and prepare documents for appointments, conferences, meetings and special events and activities as assigned; take, transcribe and distribute minutes as assigned; prepare and maintain calendars as directed; process reimbursements as directed.

Train clerical staff and student aides; provide orientation, guidance and support for newly hired classified and certificated personnel; provide input concerning the selection and evaluation of subordinate employees as requested.

Collect monies, balance cash drawers and make deposits according to District policy as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Operation of a computer and assigned software.

Terminology, processes and operations of assigned office or program.

District organization, operations, policies and objectives.

Record-keeping techniques.

Business letter and report writing techniques.

Telephone techniques and etiquette.

Applicable laws, codes, rules and regulations related to assigned activities.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Oral and written communication skills.
Methods of collecting and organizing data and information.
Financial and statistical record-keeping techniques.

ABILITY TO:

Perform varied and responsible secretarial and administrative assistant duties to relieve the principal of administrative and clerical detail.
Plan, coordinate and organize office activities and coordinate flow of communications for the Principal.
Operate a variety of office equipment including a computer and assigned software.
Compose correspondence and written materials independently or from oral instructions.
Establish and maintain a variety of filing systems.
Interpret, apply and explain laws, rules, regulations, policies and procedures.
Work independently with little direction.
Prioritize and schedule work.
Understand and work within scope of authority.
Type or input data at 60 words per minute from clear copy.
Maintain records and prepare reports.
Complete work with many interruptions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science, business or a related field and two years of secretarial or administrative assistant experience involving frequent public contact.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Hearing and speaking to exchange information in person and on the telephone.
Sitting or standing for extended periods of time.
Seeing to read a variety of materials.
Bending at the waist, kneeling or crouching to file materials.

The Sweetwater Union High School District does not discriminate with regard to sex, race, religion, color, national origin, ancestry/ethnicity, marital or parental status, age, physical or mental disability, sexual orientation or any other unlawful consideration. SUHSD Board Policy #2224

Office-Technical Job Description

*Adopted by BOT 1/25/03
Revised BOT 1/23/06*