

Indian Diggings Elementary District
POSITION DESCRIPTION

Secretary-Administrative Assistant

Responsible To: Superintendent	Unit: Series	Division: School Operations
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SUMMARY

Performs responsible and complex secretarial and clerical duties for administration; and assists them by performing routine administrative tasks and coordinating and participating in workflow and clerical support activities of the school office.

NATURE AND SCOPE

The Secretary-Administrative Assistant has functional responsibility for the school. The incumbent is required to organize, lead, and perform varying activities according to area of assignment. Requires an in-depth working knowledge of those particular clerical and secretarial principles, practices, fields of activity and specialties which are applied in the area of assignment as well as well-developed skills in applying leadership principles and practices. The emphasis in a Secretary-Administrative Assistant's scope of responsibility may include such areas as preparing and transcribing written materials; processing, organizing and preserving written materials; gathering and compiling information for or researching and distributing information from official or administration records; coordinating or facilitating student registration; maintaining student records and posting related transactions; auditing and proofing records; collecting and/or disbursing funds. Works under the general supervision of the administrator who reviews work for conformance with regulations, directives, and established policies. Exercises considerable independent judgment and discretion within assigned functions. Incumbent is expected to be adept in the activities of subordinates and may assist subordinates in performing duties or personally perform advanced, important or integrated activities. Guides the work of lower level office staff, if any are present. Monitors workflow to optimize efficiency in the office. Work relations extend to a wide range of contacts including District staff, students, parents and the general public.

ESSENTIAL TYPES OF DUTIES (Examples)

- Coordinates school office activities; coordinates communications regarding school activities, events and timelines to relieve the administration of routine administrative detail;
- Performs secretarial duties for the administration; composes letters, memoranda and bulletins independently within scope of authority; schedules appointments and maintains calendar; distributes mail;
- Takes and transcribes dictation for correspondence, reports, bulletins, memoranda, manuals and other materials;
- Assists in the preparation of the school budget; organizes budget and financial material to monitor expenditures and maintains accurate fiscal records for a variety of programs; maintains a variety of files;
- Collects, deposits and accounts for money collected in conjunction with fund-raising and other school activities; issues receipts;

- Processes the certificated and classified payroll; maintains accurate absence records and reports with respect to personnel; assists substitute teachers and classified personnel by providing them with keys and materials; prepares substitute personnel time sheets and releases or retains the substitute at the end of the day;
- Oversees and participates in student registration and maintenance of up-to-date-records and master schedules;
- Arranges meetings; notifies participants, prepares agenda and materials, records minutes, transcribes and distributes as directed;
- Coordinates the school office activities acting as contact and reference source for staff, students, parents and the public;
- Provides information over the phone or in person to parents, students or school personnel as appropriate; routes calls to appropriate personnel as necessary;
- Types from rough drafts or verbal instructions a variety of materials including master schedules, letters, memoranda, requisitions, lists, bulletins, reports and statistical data;
- Ensures proper administration and security of and for medications that are dispensed to students; assures that instructions for dispensing are followed and student health records are properly documented; may personally dispense medications to students;
- Administers first aid as necessary according to approved procedures;
- Requisitions, receives, stores and distributes supplies and office materials; maintains materials and equipment inventory;
- Performs research as directed by the administration; computes and compiles information and statistical reports;
- Reports and schedules necessary repairs to buildings and equipment;
- Participates in the registration of students and related activities as assigned;
- Provides work direction and guidance to clerical assistants and volunteers as assigned; and
- Performs related duties and responsibilities as required to accomplish the objectives of the position.

QUALIFICATIONS

Knowledge and Skills: Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques and letter and report writing. Requires thorough knowledge of those activities associated with statistical record keeping, staff administration, cashiering and confidential record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills. Must be skilled in using various standard office machines, including computers and word processing and spreadsheet applications.

Abilities: Requires the ability to independently perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school and District policies, rules and objectives. Must be familiar with and apply applicable sections of the State Education Code and Health and Safety regulations. Requires the ability to supervise staff in a manner that encourages high morale and efficiency. Requires the ability to plan, organize and prioritize work in order to meet schedules and timelines. Requires the ability to analyze situations and accurately and adopt an effective course of action. Requires the ability to communicate with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.

Physical Abilities: Requires light to moderate walking and standing and lifting of light weight materials (less than 20 pounds). Requires sufficient arm, hand, finger dexterity to operate a personal computer keyboard, typewriter and other office equipment. Requires visual acuity to read words and numbers and speaking and hearing to communicate in person or over the phone.

Education and Experience: High School diploma or equivalent required. Minimum of 3 years of responsible and varied secretarial and clerical or office management experience, preferably in a school district desired.

Licenses and Certificates: TB Test clearance, Criminal Justice Fingerprint clearance, and valid ARC First Aid Certificates.

Equal Employment Opportunity Employer

The information contained in this job description is for compliance with the American with Disabilities Act (ADA) and is not an exhaustive list of the duties performed for this position. Additional duties are performed by the individuals currently holding this position and additional duties may be assigned.

Adopted by the Board of Trustees: Pending