



STOCKTON UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an administrator, perform a wide variety of responsible secretarial and administrative assistant duties to assure smooth and efficient school office operations and to relieve the administrator of administrative detail; serve as secretary to the administrator and coordinate communications between administrators, District and site personnel, parents, students and general public.

Prepare, maintain and account for Average Daily Attendance (ADA) and other attendance records and reports in accordance with established rules and regulations. Provide technical guidance and support for lower-level clerical positions.

Administer basic first aid and screen ill or injured students in accordance with State laws and District regulations; and perform related duties as assigned.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a wide variety of responsible secretarial and administrative assistant duties to assure smooth and efficient school office operations and to relieve the administrator of administrative detail; maintain confidentiality of sensitive and privileged information.

Serve as secretary to the administrator; coordinate office communications for the administrator; schedule and arrange appointments, meetings, conferences and other events; maintain master calendar of events; independently compose letters, memoranda and other correspondence; respond to requests for information based upon District and office policies and procedures.

Receive and assist visitors; screen telephone calls for the administrator from the public, staff and parents; take and relay messages; exercise independent judgment in resolving a variety of issues and refer difficult issues to administrator as necessary; provide information and assistance related to District policies, procedures and regulations.

Input and update a variety of data into an assigned computer system; generate a variety of mandated and requested computerized records and reports related to assigned activities; assure the timely distribution and receipt of a variety of records and reports.

Create queries and generate a variety of computerized lists, forms and reports; assure the timely distribution and receipt of a variety of records and reports; assure accuracy of input and output data; respond to requests for information based upon District and office policies and procedures.

School Administrative Assistant - Continued

Input new students into and maintain SASI student database; assign and input students to sections/teachers; create, input and maintain teacher files, course title files, master schedule and section files; drop students from student database that transfer and/or leave the school; oversee the computerized daily student attendance accounting; enter student grades in SASI; input and process student class assignment/program changes; prepare monthly attendance accounting reports; and prepare enrollment reports.

Input and update data into an assigned computer system and generate computerized records and reports; maintain automated records; assure accuracy of input and output information; prepare student accident reports; prepare/process employee accident reports and related follow up with Risk Management Office.

Type from rough drafts or verbal instructions a variety of materials such as letters, forms, memoranda, requisitions, newsletters, lists, flyers and bulletins; duplicate materials as needed; process a variety of forms and applications.

Compile information and prepare and maintain a variety of logs, records, files and reports related to students, financial activity, operations, personnel, medical activities, emergency drills, attendance, incidents and assigned duties; maintain staff attendance records and submit attendance reports for certificated, classified and substitute personnel as assigned.

Utilize a computer and assigned student information system to scan or input attendance documents and related data; maintain automated student records and reports; record grades on permanent records.

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

Receive, sort and distribute mail; prepare and distribute informational packets and bulk mailings as directed.

Attend assigned meetings, take notes and prepare minutes.

Organize budget and financial material to maintain accurate fiscal and statistical records; monitor expenditures to assure compliance with budget guidelines; maintain related records.

Monitor inventory levels of office and classroom supplies and materials; order, receive and maintain inventory of office and classroom supplies and materials; distribute classroom supplies to teachers as requested.

Assist with administering basic first aid to students and staff as assigned; notify parents of ill or injured students as needed; assist in maintaining the health office in a clean, orderly and safe condition; assist in ordering, receiving and maintaining inventory of first aid and office supplies as necessary; assist with medication administration according to District protocol to include maintenance of records and related information; assist with student health care procedures as trained and assigned by the school nurse.

Obtain substitute teachers as necessary; assure adequate coverage for teachers, administrators and staff; maintain time sheets and related records.

School Administrative Assistant - Continued

Maintain, distribute and account for school site keys; request keys as necessary.

Collect various monies and fees for the assigned office or site programs; maintain auditable records; maintain and reconcile assigned accounts as directed; make bank deposits as requested.

Coordinate field trips as requested.

Provide work direction to other office personnel as assigned.

Maintain regular and prompt attendance in the work place.

OTHER DUTIES:

Perform related duties as assigned or in the absence of other office personnel.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- School office terminology, practices and procedures.
- Modern office practices, procedures and equipment.
- Applicable laws, codes, regulations policies and procedures.
- Record-keeping and report preparation techniques.
- District attendance policies, procedures, terminology and attendance accounting methods.
- Business letter and report writing, editing and proofreading.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Operation of a computer and assigned software.
- First aid and CPR procedures.
- Basic math.
- District health and safety regulations.

ABILITY TO:

- Perform a wide variety of responsible secretarial and administrative assistant duties to assure smooth and efficient school office operations and to relieve the administrator of administrative detail.
- Serve as secretary to the administrator and coordinate communications between administrators, District and site personnel, parents, students and general public.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Learn District organization, operations, policies and objectives.
- Determine appropriate action within clearly defined guidelines.
- Answer telephones and greet the public courteously.
- Type or input data at 50 words per minute from clear copy.
- Compose correspondence and written materials independently or from oral instructions.
- Work independently with little direction.
- Maintain records.

School Administrative Assistant - Continued

- Plan and organize work.
- Train and provide work direction to others.
- Compile and verify data and prepare reports.
- Complete work with many interruptions.
- Operate a variety of office equipment including a computer and assigned software.
- Communicate effectively both orally and in writing.
- Develop and maintain cooperative working relationships with those contacted in the course of work.
- Carry out oral and written directions; write and speak at a level sufficient to fulfill the duties to be performed for the position described.
- Respond effectively and appropriately to emergency situations and analyze situations and adopt effective courses of action.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Assist in the administration of first aid and CPR.
- Screen students for various health and safety concerns.
- Observe health and safety regulations.
- Compile and maintain accurate and complete records and reports;
- Perform mathematical calculations with speed and accuracy.
- Work confidentially with discretion regarding student cumulative records, which includes mandatory student health records.
- Perform a variety of technical duties in support of student attendance accounting functions at an assigned site.
- Prepare, maintain and account for ADA and other attendance records and reports in accordance with established rules and regulations.

EDUCATION AND EXPERIENCE:

Any combination of education, training and/or experience equivalent to: graduation from high school and three (3) years of increasingly responsible secretarial experience preferably in a school district setting.

Licenses and Other Requirements:

Valid First Aid and CPR certificate issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor work environment.

PHYSICAL DEMANDS:

Employee in this position must have/be able to:

- Enter data into a computer terminal/typewriter and operate standard office equipment.
- Sit for extended periods of time.
- See and read a computer screen and printed matter with or without vision aids.
- Hear and understand speech at normal levels and on the telephone, with or without hearing aids.
- Lift and/or carry up to 25 lbs at waist height for short distances.
- Bend at the waist.

School Administrative Assistant - Continued

- Reach overhead, above the shoulders and horizontally, grasp, push/pull.

Board Adopted: 08/14/07
CSEA Chapter 821
Salary Range: 40