Annandale Public School District 876
JOB DESCRIPTION

Position Title: Administrative Assistant   **Department:** Varies   **Unit:**

Immediate Supervisor: Principal   **Grade Placement: 11**   **FLSA Status: Non-exempt**

Job Summary:
The Administrative Assistant title encompasses positions that require considerable secretarial skills and involve providing broad administrative support to building administrators, staff and students or that may have district wide responsibilities. Administrative Assistants are required to perform moderately complex secretarial skills and tasks associated with the work. Decision-making requires discretion, judgment, and knowledge in the application of established district administrative policies and operations.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Performs routine "core" clerical duties shared by positions within the classification series such as:
   a. Provides customer service duties such as assisting visitors, providing routine information, or assisting visitors, staff and students with information or materials.
   b. Answers department phones; copies materials; types notices, bulletins, memos, letters or correspondence or other materials provided by staff or as requested; handles mailings for the department; maintains and updates department files, mailing lists, vendor files, screening files, etc.
   c. Performs data entry and data maintenance for and on district databases/records.
   d. Contacts and exchanges information with various outside agencies, organizations, or members of the public regarding building/district informational needs and services.
   e. Types, copies, and assembles correspondence, newsletters, tests, forms, letters or other materials needed by program personnel. Handles and prepares confidential correspondence, letters and materials within the building/district.
   f. Records and updates building records concerning staff absences and procuring substitutes.

2. Performs student accounting and record keeping pertaining to MARSS data needed for district and state reporting and reports. Monitors, updates and maintains MARSS data in a wide variety of areas including attendance, student discipline, Title I, transportation, race/ethnic, ESL, Gifted/Talented, Special Educations, PSEO, CIS, etc. Compiles and prepares various state and district reports.

3. Serves as a liaison between building personnel, public, parents, staff and district administrators. Screens calls, provides answers to questions, handles non-routine issues and concerns, directs parties to appropriate administrators or staff to address their issues.

4. Assists administrators, managers and program coordinators/supervisors/directors in organizing, scheduling, providing secretarial support for various building or program activities such as:
   a. Assists in organizing registration events. i.e. kindergarten round-up, back to school day, summer school, graduation, etc.
   b. Develops forms, calendar formats, and organizes files and records within the building.
   c. Coordinates the requisition, ordering and distribution of textbooks, furniture, supplies or material orders. Resolves conflicts between orders, deliveries, back-orders or problems with purchases.

     d. Tracks and monitors building financial records, budget levels, and expenditure balances.
     e. Aide in the organization of Athletics and Activities

5. Performs other related duties as assigned.

EDUCATION AND KNOWLEDGE REQUIREMENTS

Education Training and Experience Requirements:
- Requires a H.S. Diploma or equivalent and a minimum of 2 years general office clerical/secretarial experience preferred that includes one year of previous experience in a lead role within an office setting or previous experience in a school district administrative office; or an equivalent combination of training, education, or experience to perform the requirements of the work.

License/Certification Requirements:
- No certification or licensure requirements needed to gain entry into the classification.

Knowledge required to perform the essential functions of the job:

- Knowledge of business office etiquette and customer/public relation skills.
- Knowledge of general office equipment and filing systems (i.e. phone systems, e-mail, voice mail, fax machines, postage machines, duplicating machines, intercoms, Google, etc.).
- Basic fundamentals of computer operation and familiarity with general office applications and their use (i.e. word processing, spreadsheets, internet browsers, Google, specialized district databases and student data entry applications, etc.).
- Knowledge of department and district policies and procedures pertaining to student discipline and office administrative operations and record keeping.
- Knowledge of state and district requirements covering student information and district reporting requirements involving administrative issues and matters.
- Knowledge of basic mathematics and bookkeeping.

WORK SKILLS AND CHARACTERISTICS

Skills required to perform the essential functions of the job:
- Skilled in setting work priorities and leading the work of other staff engaged in office administrative responsibilities.
- Skilled in establishing and maintaining effective working relationships with employees, supervisors, department heads, officials, and the public.
- Skilled in word processing and the use of standard business word processing software and applications using in preparing, formatting correspondence and generating business standardized reports and forms.
- Skilled in coordinating, maintaining and updating department/office files and records.
- Skilled in applying department/district administrative operations, procedures, protocols, rules and office routines at both the building, program and/or District level.
- Skilled in tracking, recording, and monitoring department budget levels, expenditures and purchases.

PHYSICAL REQUIREMENTS

Physical requirements associated with the position can be best summarized as follows:
Light Work. Exerting up to 25 pounds of force occasionally and 10 pounds of force frequently to lift, carry, push, pull or otherwise move objects