

SANTA PAULA UNIFIED SCHOOL DISTRICT

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT II

BASIC FUNCTION:

Under the direction of the Principal or designee, perform clerical and secretarial support duties; answer phones, provide information and greet and assist students, parents/guardians, staff and visitors; assist in ensuring smooth and efficient office operations.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Assistant II classification provides primary support to a middle school or high school Principal or designee. The School Administrative Assistant III classification provides primary and complex secretarial support to a high school Principal or designee. The School Administrative Assistant I classification provides primary support to an elementary school Principal or designee.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Coordinate, organize and oversee the overall office activities to assist the Principal or designee in administrative tasks.

Type letters and compose correspondence independently; prepare, type and distribute communications; receive and respond to telephone calls and e-mails as appropriate; schedule conferences, appointments and meetings; receive, open, prioritize and distribute mail.

Maintain administrator's calendar and school calendar of events; coordinate activities with other District departments, divisions, the public and outside agencies; make necessary arrangements for meetings; take and transcribe minutes as assigned.

Serve as liaison and initial contact to provide information to students, staff, parents/guardians and the public concerning school policies, procedures, actions, activities and schedules as appropriate; address issues and concerns or refer to appropriate personnel.

Perform or oversee the attendance functions as directed; prepare and send SARB and SST notices and referrals as assigned; issue re-admits.

Compile information, prepare and maintain a variety of records, logs, announcements, promotion/award lists and reports.

Maintain reliable and well-organized manual and computerized records; enter data into assigned computer systems.

Maintain confidentiality of student information as required.

May serve as registrar for the office including enrolling and transferring students; distribute and collect registration packets, sort documents and distribute to appropriate departments; enter

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student information into assigned database.

Oversee the activities of the office staff and student assistants; provide training and work direction to staff, ensure compliance with established procedures; assist in setting work priorities.

Compose independently, a variety of materials such as communications, forms, bulletins, agenda items, labels, fliers, requisitions, newsletters, brochures, and other materials; format materials to meet program and office needs; prepare and distribute informational packets.

Research, compile and verify a variety of data and information; compute statistical information for various reports as necessary; ensure mandated reports are completed and submitted to appropriate agency according to established time lines.

Maintain accurate and current student cumulative files; request and send cumulative files according to established procedures; ensure out-going cumulative files contain appropriate documents.

Maintain daily and monthly logs of absences for staff; collect and verify staff absent reports and time sheets; ensure accurate account numbers; organize, and submit payroll for the month to the District Business Office; distribute payroll as assigned according to established procedures.

Operate a variety of office equipment including calculator, scanner, telephone, copier, computer and assigned software systems; arrange for repairs of office equipment as needed.

Ensure proper coverage for staff absences as necessary; request substitute personnel utilizing assigned District process; assist in orienting new and substitute personnel; provide keys and instructional materials and maintain related records; prepare payroll timesheets for substitutes.

Administer first aid according to established procedures as needed; dispense medications to the students according to physician instructions and written parent/guardian consent; process and submit injury reports; contact parents/guardians as necessary.

Prepare and translate a variety of documents and provide interpretation during meetings as assigned by the position.

Participate in enrolling, withdrawing and attendance activities as assigned by the position; participate in the preparation of report cards as directed.

Arrange and send out automated messages to students and parents/guardians.

Maintain inventory, order, receive, store and distribute supplies and office materials; prepare purchase requisitions for materials and supplies.

Monitor students in an office setting.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Principles and practices of training and providing work direction to others.
Policies and objectives of the school/District.
Record-keeping and filing techniques.
Correspondence and report writing, editing and proofreading.
Telephone techniques and etiquette.
Proper English usage, grammar, spelling, punctuation and vocabulary.
Principles and practices of data processing.
Interpersonal skills using tact, patience and courtesy.
Operation of a computer and assigned software.
Oral and written communication skills.
Methods of collecting and organizing data and information.

ABILITY TO:

Perform a wide variety of clerical and secretarial duties for school office activities.
Perform public relations and communications services.
Serve as liaison between administrators, staff and the public.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Compile and verify data and prepare reports.
Type and input data at an acceptable rate of speed.
Work with many interruptions.
Meet schedules and time lines.
Maintain a variety of records and files.
Work independently with little direction.
Compose correspondence and written materials independently or from oral instructions.
Operate a variety of office equipment including a computer and assigned software.
Train and provide work direction to others.
Work confidentially with discretion.
Administer first aid.

EDUCATION AND EXPERIENCE:

Graduation from high school or its equivalent and four years increasingly responsible secretarial experience involving frequent public contact preferably in a school setting.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification may require valid First Aid, CPR and AED certificates issued by an authorized agency.

Some incumbents in this classification may be required to speak, read and write in a designated second language.

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.

Ability to see to read a variety of materials.

Bending at the waist, kneeling or crouching to file materials.

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