

## **SANTA PAULA UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT III**

#### **BASIC FUNCTION:**

Under the direction of the Principal or designee, perform a variety of secretarial duties, organize and oversee high school office activities and assist the Principal in administrative tasks; perform public relations and communications services for the Principal.

#### **DISTINGUISHING CHARACTERISTICS:**

The School Administrative Assistant III classification provides primary and complex secretarial support to a high school Principal or designee. The School Administrative Assistant II classification provides primary support to a middle school or 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 in administrative tasks.

Serve as primary secretary to the Principal; 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 Principal's calendar and school calendar of events; coordinate activities with other District departments, divisions, the public and outside agencies; make necessary arrangements for meetings; attend conferences, workshops and meetings; create and submit conference request forms; compile and prepare materials and supporting documentation for meetings; post board agendas, schedule and distribute minutes; take and transcribe minutes as assigned.

Serve as initial contact and resource person for the Principal; provide information to students, staff and the public concerning school policies, procedures, parent/guardian log-on access codes, activities and schedules as appropriate; serve as liaison between parents/guardians, students, staff, outside agencies, the public and the Principal; address issues and concerns or refer to appropriate personnel; provide support to staff of various high school programs as assigned.

Compile information and prepare and maintain a variety of records, logs and reports related to assigned duties; prepare flyers and announcements; prepare awards and certificates; assist in updating and submitting the school site plan; establish and maintain filing systems; assist with the preparation of suspension and expulsion documentation; verify, proofread and edit a variety of documents; maintain confidentiality of information as required; maintain the school contact directory.

Coordinate other office or school activities and functions including graduation ceremonies, schedule pre and post teacher meetings, observations, awards ceremonies, bell schedules, substitutes and other activities as assigned.

Schedule staff evaluations.

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.

Assist in the preparation and maintenance of the school budget including grants and programs; monitor expenditures; maintain office financial records; reconcile, receive and replenish petty cash; submit monthly reconciliation report and requisitions to the district office; prepare budget reports.

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

Maintain inventory, order, receive, store and distribute supplies and office materials; prepare purchase requisitions for materials and supplies; monitor usage and expenditures of funds; obtain quotes for items to be purchased as directed.

Assist in the implementation of school/District goals; establish schedules for providing clerical and secretarial services; assist in the implementation of policies and procedures.

**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 five 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.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.

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