

ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL

DEFINITION:

Under the supervision of the Principal, provides support to the principal in a wide range of office and school operations; coordinates and organizes office activities and coordinates flow of communications and information for the Principal; provides support by planning, organizing, supervising and participating in the school office administrative operation; maintains confidentiality of sensitive and personal information; prepares and maintains a variety of records and reports related to assigned activities.

ESSENTIAL DUTIES AND RESPONSIBILITIES include the following. Other duties may be assigned.

- Performs diverse office-related managerial responsibilities within areas and limits of authority as delegated by the Principal; coordinates and organizes office activities and coordinates flow of communications and information for the Principal.
- Handles routine issues and emergencies concerning employees and students, makes decisions independently or collaboratively and recommends action as appropriate.
- Compiles information and prepares and maintains a variety of records and reports related to assigned activities.
- Inputs a variety of information into an assigned system; assures accuracy of input and output data.
- Maintains confidentiality of various aspects of school operation including sensitive and personal information.
- Performs a wide variety of secretarial work, including typing and word processing, proofreading, filing, recording information and processing and distribution of correspondence.
- Provides training and work direction to assigned office personnel, organizes and expedites the work flow of the school site and offers guidance and direction to other school personnel as needed.
- Updates absence and timesheet information for assigned personnel.
- Serves as a major program information resource person and liaison between schools, departments, the District office and other locations; disseminates accurate and timely information and direction to students, parents, staff and visitors.
- Assists with registration duties as needed.
- Communicates with personnel and various outside agencies to exchange information, request and provide materials, coordinate activities and resolve issues or concerns.
- Receives and greets visitors and provides information to parents and the public; screens correspondence and telephone calls for administrator and staff.
- Establishes, maintains and assures proper use of confidential files including student, personnel and payroll records.
- Secures substitutes in order to assure adequate coverage for school site; orients substitute personnel and provides keys and pertinent information.
- Performs assigned financial duties and maintains assigned financial records, school budgets and site accounts.
- Prepares and submits purchase orders and work orders as assigned; prepares reimbursement requests and deposits according to established procedures.
- Composes correspondence independently or with general instruction on a wide range of subjects requiring knowledge of procedures and policies of the school, District or assigned area; types and composes a variety of materials from verbal or written instruction.
- Attends and participates in assigned meetings and trainings; prepares minutes from notes as required.
- Updates and maintains multiple calendars as assigned; organizes appointments and meetings and makes arrangements for school visitations and facility use.
- Assists with planning school events and field trips as needed; arranges travel for assigned personnel as required.
- Answers questions and resolves situations involving students, parents, public, location staff and District personnel through knowledge of school policies and general District rules and regulations.
- Administers first aid, provides health office coverage and dispenses approved medication to

students in accordance with organizational policy as assigned.

- Tracks and orders assigned school supplies according to established procedures and assures appropriate levels of supplies are maintained.
- Operates a variety of office equipment including a copier, fax machine, two-way radio, computer and assigned software.

QUALIFICATIONS GUIDE

Knowledge of:

- Organizational operations, policies and objectives.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Modern office practices, procedures and equipment.
- Operation of a computer and assigned software.
- Telephone techniques and etiquette.
- Principles of providing training and work direction.
- Basic first aid techniques.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Basic math.

Ability to:

- Perform a variety of clerical and secretarial duties to relieve the Principal of administrative and clerical detail.
- Learn school organization, operations, policies and objectives.
- Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
- Assure smooth and efficient office operations.
- Maintain a variety of records, logs and files.
- Understand and carry out oral and written instructions.
- Compose correspondence and written materials independently or from oral instructions.
- Establish and maintain cooperative and effective working relationships with others.
- Serve as liaison between administrators, faculty, staff, students, parents and the public.
- Meet schedules and timelines.
- Complete work with many interruptions.
- Work independently with little direction.
- Work confidentially with discretion.

EDUCATION/EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by additional training in office organization and secretarial skills. Three years of experience in increasingly responsible secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

- Incumbents may be required to obtain a valid First Aid/CPR certification from an authorized agency within a designated probationary period.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Sitting, standing and walking for extended periods of time.
- Dexterity of hands and fingers to operate assigned equipment and a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Reaching overhead and above shoulders to retrieve files and materials.
- Bending at the waist, kneeling or crouching to file materials.
- The employee must occasionally lift and/or move up to 25

- Seeing to read a variety of materials.

WORK ENVIRONMENT:

Indoor/school office environment. Constant interruptions. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

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