

Position: Site Administrative Assistant II

Salary Range: 29

Summary

Performs a variety of specialized and independent secretarial and lead administrative support duties within a comprehensive high school. Coordinates the flow of information among work groups; may distribute work to other support staff. Work activities include but are not limited to the development and administration of office workflow systems, independent research, assistance in budget development and monitoring, detailed record keeping, taking and transcribing of dictation and assisting in the implementation of District policy at the school site.

Distinguishing Characteristics

A Site Administrative Assistant II has the ability to work independently in a high-volume office environment, with considerable interaction and interruption from students, parents, staff and community members. This position organizes, assigns and coordinates multiple daily and extended tasks and projects. The Site Administrative Assistant II serves as the lead administrative secretarial support at a comprehensive high school.

Essential Duties and Responsibilities

- Performs technical and lead secretarial duties at a comprehensive high school. Uses independent judgment and an understanding of site and District protocols in performing, coordinating and assigning work. Depending on assignment, may organize employee workflows to maximize efficiency and meet deadlines. Distributes, assigns and coordinates work products under the general direction of the principal.
- Maintains multiple budgets and finances for a comprehensive high school. Budgets may include, but not be limited to, grants, departments and general administration.
- Coordinates and schedules meetings/special events as directed. Informs participants, confirming dates and times. Prepares participant information packets. Attends meetings as assigned. Records, transcribes, distributes and maintains minutes of proceedings as directed.
- Types from rough drafts or verbal instructions a variety of materials including master schedules, reports, manuals, statistical data, complex documents and other materials using appropriate software. Independently composes and distributes correspondence. May take and transcribe dictation.
- Coordinates school office activities, including communications regarding school activities, events and timelines to relieve the administrator of routine administrative detail. Initiates and receives telephone calls and correspondence. Provides information and resolves matters as appropriate.
- May maintain the calendar of school activities; publish daily, weekly and/or monthly publications; maintain an online version of the activities calendar; and/or update designated website(s).
- Monitors and prepares employee records and forms, including payroll and attendance. Assists school administrator in monitoring allocated staffing figures and tracking employee performance evaluations.
- Distributes keys to staff members and maintains accurate record of transactions. May assist substitutes by providing them with keys and materials.
- Administers minor first aid and medications as necessary according to approved procedures. Contacts parents and medical personnel as appropriate.
- Orders and distributes supplies and office materials as needed. May maintain materials and equipment inventory.
- May assist with preparation of Board of Education agenda items and reports by gathering information and documentation necessary for Board meetings.
- Prepares and distributes technical reports. Creates spreadsheets and databases as needed to perform assigned duties. Updates information and maintains data files. Accesses databases to extract information and reports

supporting research and special requests.

- Receives, prepares, handles and stores confidential information. Maintains confidentiality.
- Receives and assists in processing requests of school and public groups to use the school facilities. Coordinates with the custodian to provide custodial service to school groups using the facility.
- Maintains the telephone system based on individual site needs.
- Oversees and participates in student registration based on individual site needs. May maintain student database and master schedule, including various student and attendance reports. May assist the school administrator with student enrollment statistics and projections.
- Reports and schedules repairs to buildings and equipment as needed.
- Communicates with students, staff, parents and the public using tact, diplomacy and courtesy in sometimes confrontational or stressful situations.
- Performs other duties as assigned that support the overall objective of the position.
- Requires the ability to comprehend and follow district safety plans, procedures, and policies and all other district standards and procedures

Qualifications

▪ Knowledge and Skills

Requires a thorough knowledge of office practices, procedures and equipment, including filing systems, receptionist and telephone techniques, and letter and report writing. Requires a working knowledge of those activities associated with accounting, budget and payroll transaction processing, and statistical record keeping. Requires thorough knowledge of proper English usage, grammar, spelling, punctuation, proofreading/editing, and basic mathematics skills. Must be skilled in using and troubleshooting standard office machines, including common business computer applications. Proficiency in using word processing, databases, desktop publishing, presentation graphics and spreadsheet applications. Must be familiar with Health and Safety regulations. Must have strong communication skills to project a positive image of the position and the District and to convey general information about the District and detailed site information to customers.

▪ Abilities

Requires the ability to work independently and with others. Requires the ability to analyze and troubleshoot problems within area of assignment as assigned. Requires the ability to plan, organize and prioritize work in order to meet District and site schedules and timelines. Must be able to perform office, administrative and secretarial work with speed, accuracy and thoroughness. Must be able to adapt and learn new procedures and programs as implemented by the District. Requires the ability to communicate with peers and other District staff or public in a manner reflecting positively on the site and District. Must be able to maintain confidentiality.

▪ Physical Abilities

Requires sufficient arm, hand and finger dexterity to operate keyboard, typewriter and other office equipment for extended periods of time. Requires visual acuity to read words and numbers. Must be able to speak and hear to communicate in person or over the phone. Requires sufficient movement to retrieve work materials.

▪ Education and Experience

High School diploma or equivalent required. Minimum of 3 years of progressively responsible secretarial and clerical experience, preferably with at least 1 year in a school setting. College credit may be substituted for some experience to a maximum of 50% of requirement for position.

▪ Licenses and Certificates

Depending upon assignment, a valid California driver's license and/or first aid training may be required.