

## **MESA UNION SCHOOL DISTRICT**

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

#### **BASIC FUNCTION:**

Under the direction of the Principal, perform a variety of responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail; coordinate and organize office activities and flow of communications for the Principal; prepare and maintain attendance, financial and a variety of other records and reports.

#### **REPRESENTATIVE DUTIES:**

##### **ESSENTIAL DUTIES:**

Perform a variety of responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail; coordinate and organize office activities and flow of communications; assure smooth and efficient office operations.

Assure timely communications between the office and District employees; initiate phone calls to receive and transmit information; resolve issues as appropriate; refer difficult situations to the administrator; receive, screen and route telephone calls; take and relay messages as appropriate.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel; exercise independent judgment in resolving a variety of issues and refer difficult issues to the Principal as necessary; provide information and assistance related to District and office programs, schedules, activities, policies and procedures.

Research and compile a variety of information; compute statistical information for various State and District reports; process and evaluate a variety of forms and applications related to assigned functions; duplicate and distribute materials as needed.

Prepare and maintain a variety of data, records and reports related to student information, discipline, health and assigned activities; assure accuracy and completeness of data, records and reports; establish and maintain filing systems.

Input attendance, enrollment and other student data into an assigned computer system; maintain automated records; generate a variety of computerized reports; assure accuracy of input and output data; assure mandated reports are completed and submitted according to established time lines.

Compose, independently or from note or rough draft, a variety of materials including inter-office communications, applications, requisitions, forms, letters, contracts, flyers, brochures, memoranda, bulletins, work orders and other materials; review and proofread a variety of documents.

Participate in a variety of attendance activities; compile data, maintain attendance records and prepare Average Daily Attendance reports; contact parents to verify excused and unexcused absences; distribute, collect and process attendance forms.

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Prepare and maintain budget and accounting data and records; monitor income and expenditures of assigned accounts; assist with accounts payable and accounts receivable; prepare, type and process invoices and purchase requisitions according to established guidelines; issue payments as directed; collect various monies and fees for the office, student body accounts or assigned programs; prepare and make bank deposits as directed.

Schedule and attend meetings, conferences and appointments as assigned; maintain calendars; coordinate activities with other departments.

Operate and maintain a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software; arrange for equipment repairs as needed; drive a vehicle to conduct work as directed.

Prepare and assure proper completion of reimbursement forms.

Monitor inventory levels of classroom, office and health supplies; order, receive and maintain inventory of office, classroom and school supplies.

Receive, open, sort, screen and distribute incoming mail; prepare and disseminate informational packets and bulk mailings to the public and staff regarding various events and programs.

Administer routine first aid to students and staff; dispense medication according to physician instructions and District policy; notify parents of ill or injured students as needed.

Participate in student registration and enrollment activities including kindergarten screenings; request student records from other schools as needed; provide transcripts to students, parents, staff, schools and others as requested.

**OTHER DUTIES:** locate substitutes as necessary; greet and assist substitute teachers by providing keys, materials and pertinent information.

Assist in maintaining inventory of site keys.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Applicable laws, codes, regulations policies and procedures.

Record-keeping techniques.

Business letter and report writing, editing and proofreading.

District organization, operations, policies and objectives.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.  
Oral and written communication skills.  
Methods of collecting and organizing data and information.  
Basic budgeting practices regarding monitoring and control.  
Basic first aid procedures.

**ABILITY TO:**

Maintain Confidentiality of privileged information.  
Perform a variety of responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail.  
Coordinate and organize office activities and flow of communications for the Principal.  
Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.  
Participate in a variety of attendance activities.  
Assure smooth and efficient office operations.  
Work independently with little direction.  
Determine appropriate action within clearly defined guidelines.  
Compose correspondence and written materials independently or from oral instructions.  
Understand and resolve issues, complaints or problems.  
Establish and maintain cooperative and effective working relationships with others.  
Type or input data at 45 words per minute from clear copy.  
Operate a variety of office equipment including a computer and assigned software.  
Maintain a variety of records and files.  
Meet schedules and time lines.  
Plan and organize work.  
Complete work with many interruptions.  
Compile and verify data and prepare reports.  
Communicate effectively both orally and in writing.  
Prepare and maintain budget and accounting data and records.  
Administer basic first aid.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and three years of secretarial or administrative assistant experience involving frequent public contact.

**LICENSES AND OTHER REQUIREMENTS:**

Valid First Aid and CPR Certificate issued by an authorized agency.  
Epi Pen Training

**WORKING CONDITIONS:**

**ENVIRONMENT:**  
Office environment.  
Constant interruptions.

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**PHYSICAL DEMANDS:**

Hearing and speaking to exchange information in person or on the telephone.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting or standing for extended periods of time.

Bending the waist, kneeling or crouching to file materials.