

ALPINE COUNTY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT TO THE PRINCIPAL / DIRECTOR

REPORTS TO: PRINCIPAL / DIRECTOR OF STUDENT SERVICES

SUPERVISES: No supervisory responsibilities

DEFINITION:

Under the direction of the Principal, performs a wide variety of secretarial and clerical duties for which procedures and methods efficient; performs public relations and communication services for the principal; acts as a secretary for the principal with materials and information pertaining to principal-staff relations and student records; perform complex and technical school-wide student attendance accounting computations, performs data accumulation and dissemination as requested by grant writer; and completes other work as required.

QUALIFICATIONS:

Required:

1. High school diploma or equivalent.
2. Three years of progressively responsible clerical experience.
3. Three years of working with children (i.e. Day Care, Volunteer, Teacher's Aide, Parenthood).

Desired:

1. AA Degree in business field.
2. Course work in accounting, office management, or administration desirable.
3. Office experience preferable in the field of record keeping or accounting work in public education.

KNOWLEDGE AND ABILITY:

1. Knowledge of correct English usage, spelling, grammar, punctuation, and arithmetic.
2. Knowledge of modern office methods, practices, procedures, and equipment.
3. Knowledge of proper telephone etiquette.
4. Knowledge of Microsoft Word computer software usage.
5. Knowledge of Microsoft Excel spreadsheets and formulas within program.
6. Knowledge of basic operations, policies, rules and regulations of the District.
7. Knowledge of First aid procedures.
8. Ability to deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, tact, and firmness with children, adolescents, staff and the public.
9. Ability to communicate clearly and concisely both orally and in written form and compose correspondence independently.
10. Ability to establish and maintain cooperative working relationships with county, district, and site personnel, business and vendor representatives and others contacted in the course of work.
11. Ability to learn, interpret, and apply the District's rules, regulations, policies, laws and applicable sections of Education Code.
12. Take responsibility and use good judgment in recognizing scope of authority.
13. Ability to operate computer and office equipment accurately and effectively.
14. Ability to type at a speed of 50 wpm.
15. Ability to set priorities, schedule and coordinate functions and activities.
16. Ability to exercise independent thinking and good judgment at all times especially when handling confidential information.
17. Ability to complete applicable Red Cross and other courses as needed.

ESSENTIAL DUTIES/TASKS:

1. Performs secretarial support requiring accuracy and speed for correspondence, reports, appointment scheduling, school records, purchase orders, school notices, and school schedules.
2. Perform reception work greeting visitors with appropriate check-in requirements, providing information and assistance or referring them to other staff members.
3. Answer, screen, dispatch and record messages on all in-coming telephone calls.
4. Maintains lunch monies from students with appropriate receipts and send to District Office for deposit.
5. Perform all filing which includes cumulative student record requirements.
6. Processes and distributes mail to various offices and staff; order office supplies and equipment.
7. Render first aid needed by students; maintain sick bay; maintain locked cabinet of student medication; process required medication permission forms and log charts; keep current on first aid laws and policies; and order first aid supplies.
8. Register, enter, withdraw and update all student records and information with the SchoolWise student computer information system.
9. Prepare mailings for large lists to the school staff and the parents/guardians of students such as Back-to-School packets, staff handbooks, newsletter, and event's calendar.
10. Maintain student cumulative files, request new files, special education files, and dispatch existing files.
11. Assist in the preparation of materials for staff development and staff handbooks.
12. Schedules and advertises picture day, vision test day, hearing day and school newsletters/flyers.
13. Prepare monthly "Diamond Digest" with gathering of information from staff and community.
14. Call, schedule and process all substitute employee requests.
15. Collaborates with Principal and Student Services Coordinator.
16. Instruct and supervise student volunteer office workers.
17. Type, file, sort documents, post data and perform book and record keeping duties.
18. Maintain a report for the principal each month on the current status of each school budget.
19. Remain at front desk and monitor cameras for safety purposes.
20. Perform school-wide attendance and truancy procedures
 - a. Provide accurate timely reporting for daily attendance of students.
 - b. Process and verify student absence information from parents and teachers.
 - c. Issue various excuses to students for absence from class.
 - d. Issue admission slips for students returning to assure accurate absentee reporting.
 - e. Communicate with students and parents regarding attendance and related issues.
 - f. Make and receive phone calls and notes regarding student absences.
 - g. Provide student attendance information to staff, parents and authorities as requested.
 - h. Explain District policies and State regulations regarding school attendance and enrollment as appropriate.
 - i. Maintain accurate records of student attendance.
 - j. Enter attendance and enrollment and drop data and change of status information into computer meeting all report deadlines.
 - k. Prepare, maintain and audit a variety of records and files regarding student attendance, tardiness, truancy, suspension and discipline.
 - l. Review attendance data and process according to established procedures.
 - m. Prepare and submit reports to local, county, state and other offices.

- n. Refer serious attendance problems according to established procedures.
 - o. Assist in identifying and resolving problems of student with frequent absenteeism.
 - p. Work with county and tribal agencies, as necessary, to remediate truancy issues.
21. Support Special Education teachers for scheduling meetings.
22. Support Special Education teacher with initial and three year re-evaluation scheduling.

ENVIRONMENT/ WORK CONDITIONS:

- **Location:** Work is performed in a climate-controlled office setting.
- **Hazards:** None noted.
- **Equipment Used:** Personal computer, printer, typewriter, copier, telephone, fax, other general office equipment.

ESSENTIAL FUNCTIONS:

(Constantly=Over 2/3 time, Frequently=1/3-2/3 time, Occasionally=Under 1/3 time, Seldom=Under 7% time)

PHYSICAL

- **Standing/Walking:** Occasionally; short distances in office areas while distributing messages, filing.
- **Sitting:** Frequently/constantly; at desk or computer while entering data, typing, completing paperwork.
- **Lift/Carry:** Occasionally, up to 5-10 lbs.; paperwork, files, office supplies. Seldom boxes of paperwork and files up to 30 lbs.
- **Push/Pull:** Occasionally, exerting up to 6-14 lbs. force; opening doors, file drawers, pushing files.
- **Bending/Twisting:** Occasionally; at waist/knees to and from seated position or to reach lower file drawers
- **Kneeling/Crouching:** Occasionally; to reach lower file drawers.
- **Hands/Arms:** Constant use of both hands/arms in reaching/handling/grasping/fingering while entering data into computer, typing, filing, answering phones.
- **Sight:** Constantly; in typing, sorting, reading paperwork/computer screen, and maintaining a safe work environment.
- **Speech/Hearing:** Constant use of speech/hearing in communicating with coworkers, supervisors, students, and answering phones.

MENTAL

- Frequent mental alertness, attention to detail, and accuracy required in composing, typing, and proofreading documents, performing data entry, and maintaining a safe work environment.
- Must be able to follow oral and written instructions, follow through on all assignments, and solve questions and problems using established procedures.
- Must be able to plan/organize work to complete in the most efficient manner and meet required deadlines.
- Must be able to read/write/speak English; possess basic mathematical skills, and knowledge of grammar, spelling, and punctuation.

Adopted: 07/27/06

Revision: 10/12/10, 08/14/12,

Anticipated Approval: 06/18/13