

Pierce Joint Unified School District Job Description

JOB TITLE:	Administrative Assistant	
SALARY LEVEL:	7	DIVISION: Classified
DEPARTMENT:	School Site	LOCATION: School Site
REPORTS TO:	Site Administrator	BOARD APPROVED:

SUMMARY: Schedules appointments, gives information to callers, types school correspondence, maintains attendance and student records, and otherwise provides clerical support and assists the principal and/or staff in administrative and business detail by performing the following duties.

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

- Serves as the immediate contact person for students, staff, parents, and visitors to the school.
- Complies and types statistical reports, purchase orders, supply requests, and maintenance work orders, minutes of meetings, employee evaluation documents, and other school related reports.
- Does daily typing or word processing of daily notices, parent letters, and general office communications.
- Checks all communications for completeness and accuracy of grammar and spelling.
- Organizes, designs, and maintains a filing system.
- Assists other staff, when appropriate, in completing office or school related tasks.
- Handles phone communications as position requires. Receives, delivers and refers messages to appropriate personnel or students as necessary.
- Opens, stamps, sorts, and distributes mail or other materials.
- Communicates with students' families, community agencies and other district employees regarding a variety of school related issues.
- Ability to interact with staff members, students, parents, and others in an open, friendly business-like manner.
- Receives funds from a variety of programs and maintains a proper accounting of such.
- Schedules use of the school facilities with outside parties.
- Trains and supervises student helpers and volunteers in appropriate office practices and procedures.

- Maintains official records of student attendance, enrollment, demographics, and cumulative student records through the utilization of computer programs and other resources.
- Maintains reports of staff absenteeism and monthly sends copies of the report to the district office and assists staff members in the preparation of employee time sheets.
- Prepares daily lunch count for cafeteria staff.
- Administer minor first aid to pupils in the absence of the school nurse or health aide and as requested.
- Orders, inventories, and distributes student and office supplies.
- Makes copies of correspondence or other printed matter.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Applicable sections of State Education Code and other applicable laws.

ABILITY TO:

- Perform a variety of clerical duties in support of assigned school office.
- Understand and follow oral and written directions.
- Communicate effectively with students, parents, staff and administration.
- Learn, interpret and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Type at 45 words per minute from clear copy.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Prioritize and schedule work.
- Operate a computer and other office equipment as assigned.
- Work independently with little direction.
- Compose correspondence independently.
- Make arithmetic calculations quickly and accurately.

QUALIFICATION REQUIREMENTS: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION AND/OR EXPERIENCE: High school diploma (preferred) or general education degree (GED); three years of related experience and/or training; or equivalent combination of education and experience. Experience in a school setting is required.

CERTIFICATES, LICENSES, REGISTRATIONS: First aid/CPR certificates must be acquired during the employee's probationary period. Typing certificate - 45 W.P.M. Net. Computer skills.

LANGUAGE SKILLS: Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to speak effectively before groups of parents and/or employees.

MATHEMATICAL SKILLS: Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

REASONING ABILITY: Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving a few known variables in routine situations.

OTHER SKILLS AND ABILITIES: Ability to work on a variety of tasks simultaneously with frequent interruption. Ability to maintain the highest degree of confidentiality regarding sensitive information. Ability to utilize a computer for a wide variety of applications, Ability to interact with staff, students, parents, and others in an open, friendly business-like manner.

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.

While performing the duties of his job, the employee is regularly required to stand; walk; use hands to manipulate or feel objects, tools, or controls. The employee is occasionally required to reach with hands and arms; climb or balance; stoop, kneel, crouch, crawl; and talk and hear.

The employee must regularly lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. However, while lifting amounts above 25 pounds a partner must be used. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Pass a physical examination of such provided by PJUSD.

WORK ENVIRONMENT: 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. Due to the busy nature of a school office, the employee must be able to routinely work well under pressure and remain calm and tactful with students, parents, community members, and the staff.

****EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL DUTIES OF THIS JOB****