

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of the school principal, oversee, coordinate, organize and perform the day-to-day secretarial and administrative functions at an assigned school office; provide secretarial assistance to the Principal (and an Assistant Principal) relieving the Principal (and Assistant Principal) of administrative details; serve as liaison between students, staff, parents, District personnel and the community.

REPRESENTATIVE DUTIES:

- Oversee, coordinate, organize and perform the day-to-day secretarial functions at an assigned school office; provide leadership to school administrative activities frequently in the absence of the Principal; serve as liaison between students, staff, parents, District personnel and the community; provide information regarding school and District rules, policies and procedures; maintain confidentiality of materials and information.
- Prepare, maintain and update student records in areas related to attendance, discipline, emergency, health and other student records as assigned; enter, maintain, and update data in a variety of databases including SIS and FileMaker Pro to compile data, run reports and labels, and produce other communications; manage and update “all call” (NTI) notification system; maintain cumulative record files for students.
- Provide secretarial assistance to the Principal relieving the Principal of administrative details; compose, type and edit letters, bulletins, newsletters, memos, agendas, and other documents as assigned; utilize “all call” notification system to alert parents by phone of emergency situations; make arrangements and prepare materials for a variety of meetings and/or inservices; schedule appointments and make referrals as appropriate; maintain calendar(s) for School Principal (and Assistant Principal); prepare and maintain school master calendar; update and maintain school website; maintain office files.
- Coordinate district and state testing and assessment for school site; distribute, collect, and package test materials; file test results in student cumulative file.
- Maintain and record student attendance; record daily calls to parents regarding student absences; compile and generate attendance reports.
- Manage school site registration process; prepare enrollment and transfer forms; assist parents with proper completion of forms; request new student files; orient new families and students to the school.
- Provide support to staff including providing various student information, assisting with field trips, completing forms, distributing mail, and preparing reports.
- Prepare and compile various District reports such as attendance, enrollment, staff absence reports, CBEDs, SNOR, R-30, mandated costs, free and reduced lunch/milk, and other assigned reports according to established timelines.
- Manage substitute process including, monitor sub-calling system for personnel absences; arrange for substitutes as necessary; coordinate coverage for classrooms until substitute can be located; prepare substitute folders and provide keys; collect and verify accuracy of information on substitute timesheets; ensure substitute timesheets match staff absence forms.

- Manage site employee attendance tracking through online leave management system; ensure information that is inputted by employees is accurate; run reports to track employee leaves to ensure payroll is processed correctly and balances are up to date.
- Prepare, collect and verify accuracy of information on certificated and classified staff timesheets and leave of absence forms; receive and distribute payroll warrants.
- Coordinate sixth-grade camp registration process; collect, review and submit registration documents.
- Supervise students sent to the office for disciplinary actions; assist students with completing behavior reports; prepare disciplinary reports and suspension letters to send to parents and the District office.
- Perform health-related duties in the absence of the Health Office staff; administer first aid to students and staff; dispense medication according to prescription instructions; enter necessary information in the medical log; notify parents of ill or injured students; prepare exposure notices and accident reports as needed.
- Oversee workers compensation program for school site; complete required forms and reports; send employees to approved health facility as required.
- Operate a computer with knowledge of specific software programs; operate a telephone, photocopier, intercom, typewriter, calculator and other office equipment; arrange for repair and maintenance of equipment as needed.
- Train and provide work direction to office staff and volunteers as needed; provide input during performance evaluations as requested.
- Assist District office staff with scheduling the use of facilities by the community; maintain related records.
- Perform other related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Office management techniques
- Modern office practices, procedures and equipment
- District organization, operations, policies and objectives
- Laws, codes, rules and regulations related to assigned activities
- School office terminology, practices and procedures
- Record-keeping techniques, filing systems and information management
- Operation of a computer and assigned software
- Receptionist and telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Basic first aid

ABILITY TO:

- Manage the front office of an assigned school
- Train and provide work direction to others
- Provide secretarial assistance to the Principal, including composing correspondence, relieving the Principal of administrative details

- Serve as a liaison between students, staff, parents, District personnel and the community
- Learn, interpret and explain rules, regulations, policies and procedures
- Quickly learn school emergency procedures
- Assure the safety and welfare of students and staff including performing health-related duties as assigned
- Operate a computer and related software including, Microsoft Work, Excel, iCal, FileMaker Pro, SIS, NTI, and email
- Type at 50 words per minute from clear copy
- Operate a variety of office machines and equipment
- Maintain well-organized records and prepare reports
- Anticipate, plan and organize work
- Meet schedules and deadlines
- Work independently
- Perform duties effectively with many demands on time and constant interruptions
- Establish and maintain effective working relationships
- Communicate effectively, both oral and written
- Understand and follow oral and written directions
- Work confidentially with discretion

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years of increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid first aid and CPR certificate issued by the Red Cross within six months of employment.

WORKING CONDITIONS:

ENVIRONMENT:

- Busy office environment with frequent interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information
- Seeing to read a variety of materials
- Bending at the waist, kneeling or crouching to file materials
- Sitting for extended periods of time
- Lifting and transporting boxes weighing up to fifty pounds

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 26.