



**CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT II  
UNIT 1**

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**BASIC FUNCTION:**

Under the direction of a Principal, perform a variety of specialized and complex administrative support duties coordinating assigned elementary, middle or high school office activities requiring independent judgment and knowledge of school policies, procedures and regulations; serve as primary assistant to the Principal relieving the Principal of routine administrative detail; perform public relations and communications services for the Principal; assist in assuring smooth and efficient office operations.

**DISTINGUISHING CHARACTERISTICS:**

The School Administrative Assistant I classification provides diversified and specialized administrative support to an assigned school office or program, requiring an understanding of the designated school function or program. The School Administrative Assistant II classification performs specialized and complex administrative duties, and serves as the primary secretary to a Principal at an assigned elementary, middle or high school.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL DUTIES:**

Coordinate a variety of activities to relieve the Principal of routine administrative detail; work directly with the Principal to carry out school policy, planning and procedures; assist in assuring smooth and efficient office operations.

Perform primary administrative support duties for the Principal; meet with the Principal daily to discuss priorities and duties, State and District procedures and expenditures, and approval of personnel request forms and purchase requests.

Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; explain school office or program policies and procedures; provide technical information and interpretation concerning policies and procedures of assigned school program or office.

Receive phone and e-mail messages regarding staff absences; coordinate coverage of staff absence as needed; prepare timesheets and sub folders for substitute teachers; print class roster for substitute's attendance; maintain related logs and timesheets; notify staff of absences according to established procedures.

Receive, distribute and respond to incoming and outgoing e-mail and mail; compose correspondence independently; type, format and process a variety of records and documents related to assigned activities such as letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; proofread completed typing assignments; prepare and accurately maintain a variety of reports, files and data relating to students, staff, operations and activities.

Organize and coordinate communications between Principal, staff, students, parents, personnel and the community, explaining Board policies and administrative procedures as needed; resolve issues or refer to appropriate staff or administrator according to established guidelines and procedures.



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Maintain the Principal's calendar by scheduling appointments with teachers, students, parents and community members; organize meetings for various groups and organizations; maintain calendar for conference room and reserve rooms as needed.

Coordinate list of staff evaluations for administrators; maintain logs and coordinate the scheduling of appointments for evaluations; maintain files of evaluation forms; provide copies to staff members and the Human Resources department.

Produce Personnel Requisition (PR) to post job openings as assigned; print and provide related materials to interviewees and interviewing staff; coordinate interview schedules; process new employees according to established procedures.

Coordinate with local municipal authorities, and District and school staff for emergency and disaster preparedness drills; communicate with police department regarding vandalism, theft, break-in, and related matters.

Participate in scheduling and coordinating various special events including field trips, open house, back to school night, dances, promotion/graduation, strategic planning, and other activities as assigned by the position; prepare materials, notify participants, and receive and process fees as appropriate; coordinate with school administrators and staff regarding updated schedules and school events.

Perform general financial record-keeping duties related to various school funds; process and maintain accurate record of various grants as assigned; process requisitions and maintain report of requisition orders.

Operate a variety of office equipment including typewriter, calculator, copier, computer, keyboard and assigned software; order office supplies and inventory as needed.

Issue keys to school staff according to established procedures; maintain key security file as assigned.

Perform activities related to the daily opening and closing of the school office.

**OTHER DUTIES:**

Monitor and report number of copies made for assigned copy machines for billing via contract service agreement; order supplies for copy machines and arrange for repairs as needed.

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

School office terminology, practices and procedures.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

Letter and report writing skills.

Applicable sections of State Education Code and other applicable laws.



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Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Telephone techniques and etiquette.  
Organizational operations, policies and objectives.  
Operation of a computer and assigned software.  
Operation of standard office machines.

**ABILITY TO:**

Perform a wide variety of clerical and secretarial duties to coordinate school office activities and assist the Principal in a variety of administrative tasks.  
Understand and perform duties within the scope of authority.  
Establish and implement revised office procedures as needed and according to established guidelines.  
Understand and follow oral and written directions.  
Compose correspondence independently.  
Type or input data at an acceptable rate of speed.  
Perform duties effectively with many demands on time and constant interruptions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Understand, interpret, apply and explain rules, regulations, policies and procedures.  
Operate a variety of office machines including typewriter, computer, calculator and copier.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain good public relations with students, parents, teachers and the public.  
Communicate effectively both orally and in writing.  
Compile and maintain accurate records, verify data and prepare reports.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and five years of increasingly responsible secretarial and administrative assistant experience within a school site or function including some record-keeping/bookkeeping experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting for extended periods of time.  
Kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read, prepare and assure the accuracy of documents.



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