



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

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**BASIC FUNCTION:**

Under the direction of an Assistant Principal or administrator of an alternative or small program within an overall school program, perform diversified and specialized administrative and primary support duties within an assigned school office or program; answer phones, provide information and greet and assist students, parents, staff and visitors; 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:**

Perform specialized and diversified administrative assistant duties involving independent judgment and action within an assigned school office requiring an understanding of the designated school function or program; assist in assuring smooth and efficient office operations; serve as primary administrative support to the assigned office.

Compile information and prepare and maintain a variety of records and reports related to assigned programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; process and evaluate various forms and applications as needed.

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.

Compose correspondence; 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.

Provide administrative support in various school activities including registration, student records maintenance, attendance, facility use coordination, testing activities, and opening and closing the school office; participate in scheduling and coordinating various special events including field trips, open house, dances and other activities as assigned by the position.

Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure accuracy of input and output data.

Assist in the preparation and dissemination of materials and information to the public and staff regarding various school or program events and programs.



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Operate a variety of office equipment including a calculator, copier, fax machine, typewriter, computer and assigned software.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of office supplies; order, receive and assure adequate inventory levels of office supplies.

Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed.

Collect and account for various monies and fees for assigned office as required; prepare bank deposits; maintain related accounting records; communicate with other departments regarding invoices and payments.

Receive, open, sort, screen and distribute incoming email and mail.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment.  
Policies and objectives of assigned programs and activities.  
Record-keeping and report preparation techniques.  
Telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Business letter and report writing, editing and proofreading.  
Operation of a computer and assigned software.  
Methods of collecting and organizing data and information.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Basic math.

**ABILITY TO:**

Perform specialized and diversified administrative support within an assigned school office or program.  
Answer telephones and greet the public courteously.  
Assist in assuring smooth and efficient office operations.  
Interpret, apply and explain applicable laws, codes, rules and regulations.  
Maintain records and prepare reports.  
Type or input data at an acceptable rate of speed.  
Operate a variety of office equipment including a computer and assigned software.  
Understand and follow oral and written directions.  
Establish and maintain cooperative and effective working relationships with others.



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Communicate effectively both orally and in writing.  
Compose correspondence and written materials independently or from oral instructions.  
Complete work with many interruptions.  
Meet schedules and timelines.  
Receive, sort and distribute mail.  
Add, subtract, multiply and divide quickly and accurately.

**EDUCATION AND EXPERIENCE:**

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

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.  
Hearing and speaking to exchange information in person and on the telephone.  
Sitting or standing for extended periods of time.  
Seeing to read a variety of materials.  
Bending at the waist, kneeling or crouching to file materials.