



Job Title: **Head Administrative Assistant**

Department: **Elementary Schools**

Supervisor: **Principal**

Lane Placement: **ESP Lane 6**

Schedule: **8 hrs / 206 days**      Evaluation Group: **JCES 11**

FLSA Classification: **Non - Exempt**

## **JOB DESCRIPTION**

Under the supervision of the school Principal, the Head Secretary I performs duties as secretary to the Principal (e.g. correspondence, messages, meeting arrangements, appointments, office liaison for administration, teachers, PTA, and public) and acts as the financial clerk for the school (e.g. tracks school accounts, orders needed supplies, processes invoices, pays bills, tracks budgets). Incumbent prepares and submits payroll information for the school. Incumbent delegates work assignments to other office staff.

## **ESSENTIAL FUNCTIONS**

- Responsible for completion of Hire/Change sheets and submitting to the appropriate departments.
- Performs accounting functions for all school monies. Posts, balances and submits necessary reports for all accounts. Special school funds include State and Federal programs, special interest funds and individual donations.
- Responsible for monies collected from all school functions (e.g. school dues, fines, refunds, fundraisers and other school activities).
- Orders materials and supplies for the school. Generates, submits and files purchase orders and invoices.
- Verifies fixed assets inventory and maintains books inventory.
- May complete and submit work orders for facility repairs.
- Types and files correspondence.
- Gathers information and types necessary reports.
- May provide agendas and take minutes for meetings as assigned by the school principal. Handles related correspondence and assignments.
- Assists other office help with telephones and in greeting visitors and answering questions for parents, students, teachers, staff, vendors, District and other officials, and the public.
- Compiles or supervises the preparation and submitting of payroll information to District offices.
- Provides an accurate accounting of absences, substitutes, time sheets for contract and non-contract employees.
- Arranges for emergency substitutes on rare occasions that regular substitute arrangements cannot be made through the District substitute teacher system.
- Orders supplies and school materials.
- Monitors financial procedures for timing, accuracy, and return on investment (e.g. paying bills, money refunds, money-market certificates and savings and checking accounts for all school funds).
- Responsible for arranging service and repair of school office equipment. Monitors use of equipment by office personnel.
- Provides input into hiring, promotion, discipline, separation and transfers of office personnel.
- Prepares materials for, organizes and sets-up the registration process.
- Schedules and coordinates the work flow in the school office. Monitors work for quality, accuracy and timeliness.
- Coordinates student registration. Including special programs.

- Coordinates with other staff the maintenance of attendance records and student transcripts. Maintains confidentiality of student information. Gathers information, generates and submits various required reports.
- PTA Coordination.
- Coordinates the use of outside presenters or groups for assemblies and activities. Responsible to ensure proper payment.
- Assists with the coordination of building rental and communication with Facility Services.
- Coordinates emergency drills/action thru the principal.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the machines, tools and equipment used; background; and any licenses or certifications required.
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires minimum of one year training including word processing, computer entry and retrieval, office procedures, basic bookkeeping, office machines, etc.
- Requires two years job-related work experience with demonstrated competence.
- For special schools, Special Education experience is preferred, but not required.
- Must demonstrate competence in reading, writing and math.
- Requires verified typing skill of 60 wpm.
- Requires the ability to operate a variety of office machines including computers, printers, calculator, copy machines, paper cutters, etc.
- Ability to problem solve and initiate activities within broad policy and procedural guidelines.
- Requires excellent interpersonal skills. Interacts with administrators, staff, students, parents and the public.
- Requires good communication skills, both oral and written. Special schools may require bilingual communication skills.
- Requires exercise of judgment within policy guidelines and without supervisory approval.
- Requires ability to organize and prioritize multiple tasks.
- Requires variety of problem-solving skills to handle routine problems that arise in the school.
- Requires ability to act quickly with appropriate responses in case of accidents and other physical and behavioral emergencies.
- Requires ability to maintain a calm, helpful and inviting school atmosphere.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**PHYSICAL REQUIREMENTS**---*Not limited to the following:*

- Some job stress (e.g. deadlines, coordinating school functions, handling large amounts of school monies and interpersonal issues).

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of twenty (20) pounds
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

**Note:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*

All employees are required to participate in the District evaluation process.  
It is the employee's responsibility to review and adhere to all district policies and procedures.  
This information may be reviewed at [www.canyonsdistrict.org](http://www.canyonsdistrict.org)

ADA \_\_\_\_\_

HR \_\_\_\_\_

Effective date: 6/8/2020