



CLASSIFIED
Job Classification Description
 Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
 PERSONNEL COMMISSION
 APPROVED MOTION NO. 22-2022/23
 DOCUMENT NO. 10-2022/23
 DATED: 10/19/2022

ADMINISTRATIVE ASSISTANT I

<p>DEPARTMENT/SITE: K-8 School Sites</p> <p>REPORTS TO: Principal of K-8 Site with student population <400</p>	<p>SALARY SCHEDULE: Classified Bargaining Unit</p> <p>SALARY RANGE: 32</p> <p>WORK CALENDAR: 225 Days</p> <p>FLSA: Non-Exempt</p>
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PURPOSE STATEMENT:

Under the general direction of an elementary K-8 school site with a student population of less than 400, the Administrative Assistant I perform specific responsibilities for administrative and secretarial support to assigned school site administrators, monitoring assigned activities, and providing information, recommendations, and/or direction as requested by the assigned administrator. The incumbents in this classification provide the school community with administrative assistant duties, in support of a K-6, K-8, or Alternative Education School Site, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the first level in the Administrative Assistant Series. The Administrative Assistant I classification provides secretarial support to the Principal of an assigned elementary K-8 School site with a student population of less than 400.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Acts as a resource to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of the assigned school site; communicates with District personnel, students, staff, parents, community members, vendors, and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Administers first aid and prescription medications to students (under the direction of a health care professional) for providing emergency and necessary care in compliance with established guidelines.
- Answers and initiates telephone calls for responding to inquiries, transferring calls, taking messages, requesting information, and/ or conveying information.
- Assists in maintaining a wide variety of confidential and non-confidential manual and electronic documents, files, and records (e.g., calendars, budget data reports, student cumulative files, testing materials, discipline records, and Home Hospital records) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Assures that all staff absences are covered each day; determines daily absences; distributes substitute binders, substitute plans, and attendance rosters; maintains time sheets; calls for prep coverages and documents prep pay coverages; approves and reconciles absences on automated substitute system.
- Collects payments for a variety of events (e.g., fines, fees, and fundraisers) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g., work orders, budget reports, specialized reports, personnel records) for complying with financial, legal, and/ or administrative requirements.
- Coordinates a variety of projects, functions, and/or program components (e.g., appointments, meetings,

in-service events, travel, and accommodations, graduations, promotions, Back to School Nights) for the purpose of completing activities and or delivering services to achieve goals and meet target dates.

- Facilitates student enrollment and performs onsite registration and withdrawal activities for complying with established requirements; works directly with students and families to ensure accurate processes are completed and needs are met.
- Greets and screens visitors and phone calls; coordinates flow of communications for assigned administrator; responds to inquiries and provides information; directs individuals to the appropriate location in accordance with established building security procedures; exercises independent judgment in resolving a variety of issues; and refers difficult issues to the assigned administrator, as necessary.
- Monitors a variety of activities on behalf of the assigned administrator (e.g., account balances, work order status) to achieve goals and meet target dates in compliance with established guidelines and regulatory requirements.
- Monitors students referred for illness or disciplinary action for ensuring student welfare and maintaining a secure office environment.
- Oversees the work activities among the office staff (e.g., clerks, secretaries, volunteers) for the purpose of organizing work assignments and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, trainings, and activities; records minutes and summaries; supports the needs of the attendees.
- Prepares a variety of documents (e.g., correspondence, memoranda, agendas, minutes, event programs, bulletins, reports, requisitions) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Prepares course schedule in student software system; produces class rosters; opens and closes grade books for teachers; performs steps for quarterly standard-based grades (1st – 6th grades) and grade reporting (7th – 8th grades); prints report cards for students.
- Processes documents and materials (e.g., timesheets, work orders, requisitions, travel reimbursements, open enrollment forms, student cumulative files, and mail) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for maintaining the availability of required items.
- Provides administrative assistance to assigned administrator, schedules and arranges appointments, meetings, and conferences.
- Researches a variety of topics (e.g., current practices, policies, standard operating procedures) to provide information and recommendations and to address a variety of administrative requirements.
- Responds to a variety of inquiries from internal and external parties (e.g., staff, parents, students, public agencies, vendors) to provide information, facilitate communication among parties, and/or provide direction.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Modern office practices, procedures, and equipment
- Current policies, laws, and procedures
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, punctuation, and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications including virtual meeting platforms
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Prepare and maintain accurate records
- Plan and manage complex and responsible projects
- Accurately take and transcribe notes and/meeting minutes/recollections
- Maintains confidentiality of Student Services files and records
- Display exemplary planning, prioritization, and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities
- Understand and follow written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Three (3) years of increasingly responsible clerical/secretarial experience in an office environment.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing

and/or pulling

- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen