

## SCHOOL ADMINISTRATIVE ASSISTANT

### DEFINITION

Manages a school office, performs administrative assistance for a school administrator and is responsible for the supervision of the clerical activities of a school.

### TYPICAL DUTIES

- Plans, establishes, and supervises the implementation of clerical procedures in a school office to insure timely preparation and submission of reports, records, studies, letters, and other materials.
- Supervises clerical work related to such matters as enrollment, attendance, curriculum, personnel, organization, budgeting, accidents, student grades, special programs, time reporting, and requisitions and purchase orders for supplies and equipment.
- Performs secretarial duties for a principal by arranging appointments, maintaining an appointment calendar, receiving visitors, screening telephone calls and mail, and composing communications from general instructions or rough notes.
- Utilizes and supervises the use of applications software to conduct school business including payroll, procurement, financial reports, attendance, personnel matters, and secretarial duties.
- Reviews communications, bulletins, reports, and other items and obtains information from a variety of sources as requested by the administrator in order to advise on necessary actions and to provide information to school personnel, parents, students, and others.
- Answers or refers inquiries, contacts administrative offices and public service agencies, interprets District and school policies, and coordinates and provides approved information to parents, students, school personnel, and the public over the telephone and in person.
- Requests available teachers to cover classes during absences of regular or substitute teachers and maintains related records.
- Orients new and substitute teachers, parent groups, volunteers, and aides in school and office administrative policies and procedures and issues materials, such as daily bulletins, programs, and keys.
- Organizes and maintains files, records and guides.
- Performs miscellaneous clerical work, such as filing, typing, relaying messages, operating office machines, and opening and routing mail.
- Provides orientation and training for clerical personnel, including those assigned to offices supervised by certificated staff.
- Advises school administrators on office procedures, layout, equipment, and staffing, and on policies and procedures related to the clerical staff.
- Assists in securing substitute teachers and classified personnel.
- May maintain a standardized bookkeeping system for financial transactions, receive and disburse funds, and compile reports.
- May oversee students waiting in the main office of the school.
- May provide guidance to volunteers and others working in the school office.
- May prepare and proofread class schedules and other materials and supervise their mailing and distribution.
- May provide minor first aid, arrange for care of ill or injured students, and, if authorized, dispense prescribed oral medication in the absence of a School Nurse.
- Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

A School Administrative Assistant provides administrative assistance to a school administrator, manages a school office, and has supervisory responsibilities for the clerical personnel and activities of a school.

An Administrative Assistant to Local District Superintendent performs a combination of secretarial and administrative duties for an individual who has jurisdiction over a local District office. In addition to being responsible for day-to-day operations of the office and coordination of clerical procedures and practices, an incumbent may represent the district and interpret its policies to school personnel and the public.

A Secretary provides secretarial services for one or more supervisors, usually is responsible for the clerical work of an office, and may exercise supervision over a small clerical staff. In addition to these duties, a Stenographic Secretary takes and transcribes dictation.

## SUPERVISION

General supervision is received from a school principal or an assistant principal. Supervision is exercised over clerical personnel and may be exercised over student helpers. Functional supervision may be exercised over clerical activities of personnel who are directly supervised by certificated staff.

## CLASS QUALIFICATIONS

### Knowledge of:

- General administrative organization of the District
- Principles of organization, personnel management, and progressive discipline
- Pertinent provisions of labor contracts
- School office procedures, practices, and equipment
- Microsoft Word and Excel
- Correct spelling, punctuation, and grammatical usage
- Principles and techniques of school safety and first aid
- District records, reports, and procedures relating to student attendance, employee time reporting, operation of the Instructional Material Account, and other school office functions
- Pertinent State laws and District rules and regulations pertaining to school operations
- Bookkeeping methods
- Basic Internet and web browsing techniques
- Basic computer security and privacy issues as defined by the Acceptable Use Policy for District computer systems

### Ability to:

- Plan and supervise clerical work for maximum efficiency in the utilization of staff, including scheduling, establishing priorities, and responding to problems
- Type rapidly and accurately using a computer keyboard
- Make arithmetic computations
- Operate a variety of office machines including computers
- Utilize the capabilities of a personal computer and various business-oriented computer applications such as word processing programs, spreadsheets, database managers, and District specific software such as IFS, SIS, BTS, and FRDB
- Compile and check data for reports
- Compose written communications
- Work well and deal tactfully with administrators, employees, parents, students, and the public
- Demonstrate initiative and good judgment while working under pressure and frequent interruptions
- Train clerical employees and evaluate performance

Interpret regulations and policies  
Obtain and impart information tactfully and accurately  
Keep confidential information

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency, preferably supplemented by courses in office management, District software applications, and supervision.

### Experience:

Four years of experience in office clerical work, preferably including two years of experience performing clerical work in a school office. Experience providing work direction to clerical staff and/or preparing payroll is preferable. Completion of a course of at least 30 hours in supervision at an adult school or recognized college or university or completion of the Los Angeles Unified School District's Organizational Excellence School Office Procedures Program may be substituted for one year of the aforementioned experience.

### Special:

A first-aid certificate issued by the Red Cross is preferable.  
Ability to speak Spanish may be required for some positions.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Requirements are representative of the minimum level of knowledge, skill, and/or abilities. Management retains the discretion to add or change typical duties of a position at any time.

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