

Colusa Unified School District Job Description

TITLE: Administrative Assistant

CLASS: VII

Basic Function:

Under the direction of the Site Administrator performs highly skilled and varied tasks; responsible for the daily operation and administrative work of a school site. Depending on the site assignment within Colusa Unified School District, duties may vary at each site, which may include, but not be limited to, the following duties.

Representative Duties:

- Highly skilled administrative assistant; uses critical thinking skills in managing a school site
- Supports immediate administrator using proper office etiquette and protocols
- Directs the work of other office staff
- Correct and accurate use of English grammar, spelling and punctuation
- Provides high levels of customer service
- Acts as the site coordinator for all safety related activities
- Uses all manner of software, including, but not limited to, word processing, spreadsheets, databases, and desktop publishing
- Provides basic first aid
- Manages and administers student medications, including, but not limited to, inhalers, breathing treatments, Epi-pens, AEDs and prescription medication
- Prepares registration, language assessments, and assists with new student orientation; prepares transfer forms
- Oversees attendance records and independent study records
- Receives grades, prints and mails report cards and progress reports; maintain transcripts
- Hires substitute employees; maintains and updates the substitute database (AESOP)
- Maintains daily time records for all personnel for payroll
- Provides district reports
- Print and distributes site budget (QSS)
- Completes MAA reports
- Responsible for worker's compensation referrals (School Nurse)
- Professionally greets and directs phone calls and visitors
- Maintains confidential student records
- Responsible for site's Visa credit card; order, inventory and deliver supplies; track expenditures
- Receives, records and deposits money from fundraisers, field trips, student stores, banking institutions, etc. (TRACKS)

- High school Administrative Assistants manage approximately \$300,000 in receipts from student sales per year; create all sport packets for the athletic students and maintain the lighting system for the football field
- Knowledge of district and school procedures
- Knowledge of daily school routines and events
- Responsible for uploading messages to the automated call software (Bright Arrow)
- Maintains and operates office equipment
- Maintains the site's marquee
- Maintains critical inventory in the main office
- Meets staff needs on a daily basis

KNOWLEDGE AND ABILITIES:

Knowledge of:

- Computer literacy/keyboarding, office equipment and general office procedures
- First Aid certificate at district expense (obtained within 3 months)
- Utilize appropriate grammar, spelling and punctuation
- Make mathematical calculations correctly
- Compile and maintain accurate records and reports
- Understand and carry out oral and written instructions
- Meet the public courteously and tactfully
- Answer questions over the phone
- Maintain composure while performing a variety of tasks or duties
- Promote good working relationships with students, staff and parents while preserving the privacy of confidential matters, which may occur within the scope of assigned duties

Ability to:

- Use and adapt to emerging technology in a variety of software and hardware in completion of the duties listed above
- Organize and maintain a variety of records and reports
- Promote good working relationships with students, staff and parents, while preserving the privacy of confidential matters, which may occur within the scope of assigned duties
- Communicate effectively and solve or de-escalate impending conflicts
- Stand, walk or sit for extended periods
- Regularly lift 10 pounds and occasionally lift and/or move up to 25 pounds
- Work without immediate supervision and in an independent or team setting
- Demonstrate good problem solving skills
- Model and maintain a professional atmosphere in the office at all times
- Read, write understand and carry out oral and written instructions

EDUCATION, EXPERIENCE AND CERTIFICATES:

High school diploma or equivalent; two years of general clerical experience preferred
Possess a valid California Driver's license

Upon hire at Districts expense:

First aide certification (within three months of hire and maintained thereafter)

WORKING CONDITIONS:

Attire:

Business casual attire is required

Environment:

The nature of the position requires the employee to frequently work in a fast paced, multi-tasking environment. The employee may be expected to perform repetitive tasks for long periods.

Class: VII

CSEA ratification date:

CUSD ratification date: