

JOB TITLE: ADMINISTRATIVE ASSISTANT HIGH SCHOOL (SUPERVISORY)**BASIC FUNCTION**

Under the direction of a High School Principal to organize, coordinate, schedule and perform a wide variety of complex and administrative office activities; to serve as secretary to the Principal and coordinate communications between administrators, District and site personnel, parents, students and the general public; to relieve the Principal of technical and administrative detail; to train, direct and supervise assigned personnel; and to do other related work as required.

ESSENTIAL JOB FUNCTIONS

- Organize and coordinate a wide variety of clerical and other office function and activities related to the administration of diverse programs and operations at a high school.
- Serves as a personal secretary and provides administrative assistance to the Principal by scheduling and arranging appointments, meetings and conferences.
- May lead the staff activities of the administrator's office, including the planning, layout, and development of work schedules.
- Receives visitors and screens telephone calls and complaints from the public, staff, parents and students directing them to the appropriate person or department.
- Participates in the preparation of information and data requested for administrative review.
- May take and transcribe meetings and conference notes into summary form.
- Takes dictation, or uses transcription equipment to transcribe correspondence, memoranda, reports, and other documents that requires a familiarity with legal mandates, policies, regulations, and operational procedures affecting the administrator's functional responsibilities.
- Enters data into a database and extracts output reports.
- Explains and interprets policies, regulations, and operational procedures to those persons contacting the administrator's office.
- Communicates with students, staff, parents and the public providing information and assistance related to District policies and school procedures and regulations.
- Develops and maintains complex alphabetical, numerical, and subject matter files that may include confidential data.
- Compiles and processes time sheets and related payroll reports for certificated and classified staff in accordance with District timelines.
- Trains, supervises and evaluates clerical assistants and student assistants and may provide technical input into the performance evaluation of other clerical staff.
- Coordinates the School's substitute teacher activities.
- May take and transcribe notes pertaining to a wide variety of subject areas, including materials that may be of a privileged or sensitive nature.
- May assist in the scheduling of school facilities pertaining to civic center use.
- Assists with budget planning and expenditure control.
- Performs related duties as assigned.

JOB REQUIREMENTS – QUALIFICATIONS**Skills, Knowledge and/or Abilities Required:**Skill to:

- Keyboard at a net corrected speed of 55 wpm.
- Take and transcribe dictation, or accurately transcribe using transcription equipment.
- Make arithmetical calculations with speed and accuracy.
- To operate modern office equipment, including automated record management and filing systems microcomputer and computer terminal.
- Take notes and minutes related to meetings and correspondence.
- Prepare clear and comprehensive reports using computers and word processing software.

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Knowledge of:

- Methods, techniques, and strategies of clerical staff coordination and organization.
- Modern office methods and equipment, including word processing and data management, storage and retrieval systems.
- Receptionist and telephone response techniques.
- Letter and report formatting, and proofreading.
- English usage, spelling, grammar, and punctuation.
- Basic techniques of organization, planning and supervision.

Ability to:

- Effectively perform varied and complex secretarial duties, which require knowledge of legal mandates, policies, regulations, and operational procedures.
- Understand and perform duties within scope of authority.
- Understand, interpret, apply and explain rules, regulations, policies and procedures.
- Establish, revise and implement office procedures according to established guidelines.
- Train, supervise and evaluate assigned personnel.
- Work confidentially and with discretion.
- Plan, organize and coordinate the work of others.
- Communicate effectively in oral and written form.
- Establish and maintain cooperative working relationships.
- Work courteously and tactfully with co-workers, public and parents.
- Promote team building and a positive work environment.
- Adapt easily to work assignments, additional priorities, and new procedures.
- Receive constructive criticism and modify work appropriately.
- Prioritize needs and solve problems independently as appropriate.
- Suggest procedural improvements to supervisor as appropriate.
- Skillfully handle difficult situations using good judgment.
- Maintain high level of professionalism while keeping the needs of customers a top priority.

PHYSICAL DEMANDS

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Persons performing service in this position classification will exert up to 20 pounds of force frequently to lift, carry push, pull, or otherwise move objects.
- This type of work involves sitting a portion of the time, but may involve walking, standing, stretching, bending and reaching overhead for brief periods.

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

EXPERIENCE AND EDUCATION REQUIREMENT

Any combination of experience and training that would likely provide the required knowledge and skills may be qualifying. A typical way to obtain the required knowledge and skills would be:

Experience:

Three years of highly responsible secretarial experience requiring public contact preferably in an educational organization.

Education:

Equivalent to the completion of High School, supplemented by training or coursework in business, office management, organization, planning, advanced secretarial skills or related technical skill areas.