

Laguna Beach Unified School District
Job Description: Administrative Assistant to the Principal

BASIC FUNCTION:

The Administrative Assistant to the Principal position is unique, primarily because of the range of activities handled in an atmosphere of continual interruptions and pressure. Under general supervision of the site administrator, serves as office manager, performs a variety of managerial and secretarial duties including those responsibilities of a confidential nature dealing with employee/employer relations and related personnel matters. Duties performed are designed to relieve administrator of office and routine responsibilities by planning, organizing, supervising, and participating in the school office administrative operation.

ESSENTIAL DUTIES:

- Performs diverse managerial responsibilities within areas and limits of authority as delegated by school principal.
- Handles emergency situations concerning students, parents, and/or employees, making decisions independently or recommending action as appropriate.
- Performs a wide variety of clerical work, including typing/word processing, proofreading, filing, recording information, and processing and distribution of all correspondence, which may be of a confidential nature.
- Orient substitute employees and coordinate substitute coverage with Central Office Assistant as necessary.
- Assist with coordination of custodial coverage for school and non-school related events.
- Maintains a high degree of confidentiality regarding all aspects of the school site operation.
- Schedules, organizes and expedites the workflow of the school site, and offers guidance and direction to other school personnel as needed.
- Serves as a major program information resource person, acting as liaison between schools, departments, district office, and other locations. Dispenses pertinent information and direction to students, parents, staff, and visitors.
- Establishes, maintains, and insures proper use of confidential files, which may include student, personnel, and payroll records.
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area.
- Attends meetings as recorder, preparing minutes from notes. Types and composes a variety of materials from brief verbal or written instruction.
- Drafts letters, memos, and reports including information of a confidential or sensitive nature.
- Screens correspondence and telephone calls for administrator and staff. Maintains multiple calendars.
- Organizes appointments and staff meetings, and makes arrangements for school visitations and facility use.
- Exercises diplomacy in answering questions and resolves situations involving students, parents, public, location staff and district personnel through knowledge of school policies and general district rules and regulations.
- Performs first aid and cares for injured/ill students, taking full responsibility for student's welfare in the absence of school nurse or administrator. Dispenses medicine to students according to physician's orders.
- Maintains and retrieves financial records, such as school budget, student body accounts, or other school accounts.
- Compiles, develops, and designs reports, handbooks, newsletters and special projects from a variety of sources.
- Requisitions, orders, and maintains an adequate inventory of supplies and instructional materials.
- Plan follow-up activities to ensure timelines are met.
- Prepares and inputs data into a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions, including but not limited to, financial, employee time and attendance, and student information systems.

- Prepares all site purchase orders for the purchase of goods, materials, supplies, and equipment via the District financial system.
- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.

OTHER REPRESENTATIVE DUTIES:

- May receive and distribute mail and identify and refer matters in order of priority.
- Monitor and restock Disaster Preparedness containers as needed.
- Engage in cross training on school or district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Correct English usage, grammar, spelling, punctuation, vocabulary, and fundamental mathematical calculation.
- Current office methods, procedures, and equipment, including automated data management, storage, retrieval systems, receptionist and telephone techniques, and correspondence and report writing, and proof reading.
- District policies, rules, and regulations applicable to the school site.
- Numerical, alphabetical, and subject matter filing systems.
- Communication techniques, strategies, and procedures.
- First aid, CPR, and emergency preparedness.

Ability to:

- Perform a variety of clerical work involving use of independent judgment, accuracy, speed, and confidentiality.
- Knowledge of legal mandates, policies, regulations, and operational procedures.
- Relate well to a variety of individuals, including students, parents, staff, and the community.
- Proficiently operate and maintain office equipment.
- Learn, interpret, and apply complex policies, administrative regulations, and operational procedures.
- Perform clerical work without continuous supervision and coordinate the work of others.
- Maintain a professional demeanor at all times.
- Understand and carry out oral and written instructions.
- Maintain cooperative-working relationships with those contacted in the course of work, maintaining confidentiality of specified information.
- Set up and maintain filing systems.
- Make arithmetical calculations with speed and accuracy.

MINIMUM QUALIFICATIONS:

Education:

Equivalent to the completion of the 12th grade, supplemented by additional training in office organization and clerical skills.

Experience:

Three years of experience in increasingly responsible clerical experience, which has included the exercise of independent judgment, preferably including experience in a public school system, or any combination of training and experience that could likely provide the desired knowledge and abilities.

Personal Qualities:

- Independent worker
- Maturity and good judgment

- Neat and clean appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, and computer equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to concentrate to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.
- Ability to learn the procedures, function and limitations of assigned duties.