



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>SCHOOL ADMINISTRATIVE ASSISTANT</u></b>			
<b>DEPARTMENT/SITE:</b>	School Site	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	28 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	11 Months (221 Days)
<b>REPORTS TO:</b>	Principal	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Under the general direction of the Principal, perform a wide variety of responsible clerical, secretarial and administrative support duties to coordinate school office and other school activities, and assist the Principal in administrative tasks; support the educational process by assisting in securing substitute staff and providing student and parent support; train and provide procedural guidance to office staff. The incumbents in this classification provide support to school administration, staff, students, and parents which directly supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **School Administrative Assistant** classification performs a wide variety of responsible clerical, secretarial, and administrative support duties to coordinate school office and other school activities and assists the Principal in administrative tasks. The **School Administrative Assistant – Lead** classification coordinates, plans, organizes, and leads district-wide school office standardization procedures; and assists with the development, planning, and implementation of centralized student enrollment registration, records, and student exiting.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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.*

Coordinate the overall office activities to assist the Principal in administrative tasks; assist staff with individual student needs (e.g., students sent to office for discipline purposes, student helpers); compile information, prepare and maintain a variety of reports, records, logs and files relating to students, staff, programs, operations and activities, including those of a confidential nature.

Serve as secretary to the Principal; meet regularly to review office and school activities, projects, and priorities; maintain Principal's calendar; prepare letters and compose correspondence independently; prepare, revise, verify, proofread, edit, type and distribute communications and other documents, including website updates; schedule conferences, appointments and meetings; make travel arrangements and hotel reservations for conferences and staff reimbursements; receive, open, prioritize and distribute mail.

Coordinate a variety of school activities (e.g., safety training, assemblies, celebrations, year-end events); manage several calendars covering a variety of school activities and programs; secure rooms for meetings or special groups; assist with management of certificated and classified employee absences and securing substitutes and arranging alternate coverage; submit work orders to maintenance department and follow up as needed.

Lead the activities of the office staff as assigned; provide training and procedural guidance to office staff; ensure compliance with established procedures; provide support as needed including with solving problems; assist in setting work priorities; provide input to performance evaluations.

Provide information to parents, students, staff and the public concerning school policies, procedures, actions, activities and schedules, as appropriate; assist individual students and parents with questions and problems related to the school program and its staff; refer the more difficult problems to the principal or designated staff member.

Perform a variety of health office activities; update student health records; administer first aid/CPR and dispense approved medication to students as prescribed by a physician and in accordance with organizational policy; provide specialized services (i.e., toileting, changing soiled clothing, etc.), during the absence of other trained staff; assist in emergency medical situations, including calling 911, as needed; order supplies for the health office as necessary.

Collect, compile, organize and record employee attendance records for certificated, classified and other personnel, as required; prepare monthly payroll timesheets; record and maintain accurate records of substitute teachers (within the district sub system), vendors, contractors and accounts to be charged.

Perform or oversee enrollment, registration, and scheduling of new students; complete records for the release or transfer of students; maintain confidentiality of student information as required.

Oversee the student attendance function; assist other office staff as needed with notifying parents of absences and with inputting data and preparing related reports.

Collect and account for monies received in conjunction with school activities (e.g., Chromebooks, camps, bus tickets, donations, PTA, ASB, etc.) according to established procedures; coordinate and organize field trip activities as assigned; file requisition for reimbursement for appropriate expenditures.

Orient new substitute personnel; provide keys and/or instructional materials, as required, and maintain related records; organize welcome of new staff, including providing a site tour.

Assist individual students and parents to relate to the school program and its staff; refer the more difficult problems of adjustments to the principal or designated staff member.

Assist with ensuring campus safety by overseeing check-in/screening of visitors; assist with setting up a lockdown and other emergency situations, including calling 911 and filing police reports, as needed; assist with drills and scheduling safety training for staff and students; manage key distribution and collection, including maintaining a log.

Ensure the release of students to an authorized parent/guardian or other approved individual, following child custody laws and information provided, including working with restraining orders.

Coordinate workers' compensation process and required paperwork, ensuring timelines are met; follow up as needed with securing doctor's notes; and assist with consideration of transitional work with accommodations if needed.

Operate a variety of office equipment including, calculator, copier, computer and assigned software.

Monitor various office and school budgets and advise staff members of budget status.

Requisition, receive, inventory, store and distribute supplies and office and classroom materials; provide necessary records to the purchasing department.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

- Current office practices and procedures and how to operate standard equipment.
- Basic arithmetic and statistics terms and usage.
- Statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Effective oral communication practices.
- Interpersonal skills using tact, patience and courtesy.
- Child abuse reporting and related regulations.
- Applicable health, medical, and safety regulations.
- Applicable state and federal laws, codes, regulations, policies, and procedures including those related to the Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA).
- Telephone techniques and etiquette.
- Organizational operations, policies and objectives, including School Board policies.
- Effective supervisory/leadership practices.
- Basic first aid techniques.
- Specialized health care procedures.
- Operation of a computer, including operating systems, file management, and assigned software.

**ABILITY TO:**

- Perform public relations and communications services for the Principal.
- Analyze complex situations and make appropriate decisions.
- Handle emergency situations and difficult interactions with calm, reasoned actions.
- Understand and follow oral and written directions.
- Compose correspondence independently.
- Complete work and meet deadlines with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Interact effectively and appropriately with students.
- Keyboard or input data at an acceptable rate of speed.
- Learn, interpret, apply and explain rules, regulations, policies and procedures.
- Understand and work within the scope of authority.
- Plan and organize work.
- Train and provide procedural guidance to others.
- Work confidentially with discretion.
- Administer first aid and handle other medical and physical care needs of students.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: high school graduation or equivalent supplemented by coursework in office procedures and three years of increasingly responsible and varied clerical experience involving public contact, including at least one year of secretarial experience in a large organization.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in CPR and First Aid.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Outside school grounds.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting or standing for extended periods of time.  
Kneeling, stooping, and bending at the waist.  
Reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read, prepare and ensure the accuracy of documents.  
Regularly push, pull, lift, and carry supplies and equipment, and assist with injured students/staff, up to and exceeding 25 pounds.

**HAZARDS:**

Potential exposure to communicable diseases and contact with blood and other body fluids

**CLEARANCES:**

Criminal Justice Fingerprint / Background  
Tuberculosis  
Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

Approved: 12/91; Rev 6/95, 8/98, 12/00, 09/03; 06/11  
06/11 reallocated from R22 to R26 (Ewing);  
06/20 retitled from Sch Off Mgr and reallocated from R26 (Eric Hall & Assoc.)  
Revised (EH&A / MGT Consulting) PC: 02/24 GB: 03/24