Redmond School District
Job Description

Job Title: Elementary Administrative Assistant (AAIII)
Reports To: Principal
FLSA Status: Non-Exempt

JOB SUMMARY

This position is provides administrative support to various functions at the elementary school using a variety of district computer systems. Handles daily work pressures, requiring constant concentration to a high volume of clerical work which must be completed within a limited period of time. Must be able to successfully perform the essential duties and responsibilities in an environment with constant interruptions.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Track, maintain and report on school budget including processing and purchasing supply requests in compliance with district policy and procedure, maintain inventory of supplies, track balances and provide reports.
2. Catalog and stamp new books, process new text books,
3. Assists students and staff in operation of copy center facilities, materials and equipment.
4. Maintain accurate and current staff and personnel records for building including contact information, leave usage absences, injuries and status.
5. Serve as substitute coordinator for the building contacting substitutes for all teachers and classified staff as required.
6. Assists students and staff in operation of copy center facilities, materials and equipment.
7. Inventories, orders and stocks supplies for building and staff. Inputs orders and coordinates with vendors for timely delivery.
8. Collects teacher inventories at end of year and tracks for following year.
9. Assist with collection of fees and billing.
10. Track and maintain current records of library and classroom fines.
11. Perform general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
12. Assist in compiling and reviewing time sheets for licensed and classified staff.
13. Format and complete special projects as assigned by principal.
14. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
15. Create and coordinate schedules for special projects including scheduling meetings, making room arrangements, field trip schedules, school newsletters etc.
16. Follow and administer medical protocols for students and provide first aid to staff and students and maintaining an accurate log of distribution consistent with District policy (ies).
17. Greet parents, students and staff in main office and direct as appropriate providing guest badges, bus passes, etc.
18. Supervise students in main office area, lunch area or during recess. Refer students to principal and contact parents as necessary.

19. Appropriately maintain and secure confidential records and inquiries. Professionally represent the school and the District in interactions with parents, community, staff, and students.
20. Troubleshoot office machinery (copy, fax etc.) coordinating maintenance and supply inventory.
21. Maintain appropriate certifications and training hours as required.
22. Comply with applicable District, state, local and federal laws, rules and regulations.
23. Attend work regularly.
24. Occasionally perform work beyond a standard 40-hour work week when work-load requires.
25. Other duties may be assigned as needed.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Serve on building and District committees and councils.
2. Coordinate travel and assist with other administrative needs.
3. Update school bulletin boards and calendars.
4. Schedule use of building.
5. Report issues to authorities as necessary, animal control, suspicious activity etc.

SUPERVISORY RESPONSIBILITIES

This position may supervise volunteers and student aides. This position may provide direction to some clerical office staff. All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and at least one year related experience in typing, general clerical and/or training or equivalent combination of education and experience. Ability to rapidly and accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit. Demonstrated ability to successfully work with small children and public.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

- **Computer Skills:** Proficiency in the usage of database software, internet software, e-mail and word processing software. Ability to proficiently use the following programs strongly preferred: ESIS, MS Word and Excel. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, parents, members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including, a valid Oregon Driver License and ability to obtain a valid CPR/First Aid card.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 15 pounds and occasionally up to 50 pounds. Specific vision abilities required by this job include close vision.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high. May be exposed to outdoor weather conditions and bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable.

Prepared By: HR Department Update: February 2015

I have read and understand this job description. My signature acknowledges that I am capable of performing the essential functions of this position with or without reasonable accommodations.

_____ _____

Employee Signature: Date:

_____

Employee Print Name

_____ _____

Supervisor Signature: Date:

_____

Supervisor Print Name