

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

**Position:** Administrative Assistant I  
**Department/Site:** K-8 School Site  
**Reports to:** Assigned Administrator

**Classification:** Classified  
**Salary Schedule:** Classified  
**Salary Range:** 32  
**FLSA:** Non-exempt

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### PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for administrative and secretarial support to assigned school site administrators; monitoring assigned activities; and providing information, recommendations and/or direction as requested by assigned administrator.

### DISTINGUISHING CHARACTERISTICS:

This is the first level in the Administrative Assistant Series. The Administrative Assistant I classification provides secretarial support to the Principal of an assigned elementary K-8 School sites with a student population of less than 400.

### ESSENTIAL FUNCTIONS

- Administers first aid and prescription medications to students (under the direction of a health care professional) for providing emergency and necessary care in compliance with established guidelines.
- Answers and initiates telephone calls for responding to inquiries, transferring calls, taking messages, requesting information and/ or conveying information.
- Collects payments for a variety of events (e.g. fines, fees, and fundraisers, etc.) for the purpose of completing transactions and/or securing funds.
- Compiles data from a variety of sources (e.g. work orders, budget reports, specialized reports, personnel records, etc.) for complying with financial, legal and/ or administrative requirements.
- Coordinates a variety of projects, functions, and/or program components (e.g. appointments, meetings, in-service events, travel, and accommodations, graduations, Back to School Nights, etc.) for the purpose of completing activities and or delivering services in a timely fashion.
- Greets parents, students and visitors for the purpose of responding to inquiries and/or directing individuals to appropriate location in accordance with established building security procedures.
- May assist in a wide variety of confidential and non-confidential manual and electronic documents files and records (e.g. budget data, reports, cums, student information, testing materials, discipline records, Home Hospital records, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a variety of activities on behalf of assigned Administrator (e.g. account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates.
- Monitors students referred for illness or disciplinary action for the purpose of ensuring their safety and welfare, and maintaining a secure office environment.
- Obtains substitute personnel for ensuring the coverage of all classrooms not filled by the sub service.
- Oversees the work activities among the office staff (e.g. clerks, secretaries, volunteers, etc.) for the purpose of organizing work assignments and ensuring completion within established guidelines.

- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs student enrollment and withdrawal activities for complying with established requirements.
- Prepares a variety of documents (e.g. correspondences, agendas, minutes, event programs, bulletins, reports, requisitions, registration packets, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes documents and materials (e.g. timesheets, work orders, requisitions, travel reimbursements, open enrollment forms, cums, mail, etc.) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for maintaining availability of required items.
- Researches a variety of topics (e.g. current practices, policies, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to a variety of inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information or direction and/or facilitating communications among parties.
- Schedules a wide variety of activities (e.g. meetings, appointments, etc.) for making necessary arrangements.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

#### **OTHER FUNCTIONS**

- Performs other duties as assigned which are related, or logical in assignment to the position.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Current policies, laws and procedures
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations

##### **Skills and Abilities to:**

- Operating standard office equipment
- Use of job related software applications
- Preparing and maintaining accurate records
- Planning and managing projects
- Guiding others
- Working with others in a wide variety of circumstances
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or group

- Work with a variety of data
- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- Ability to read and write, and communicate clearly in a second language (usually Spanish) may be required

### **RESPONSIBILITY**

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

### **WORKING ENVIRONMENT**

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 10% walking, and 20% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

### **MINIMUM QUALIFICATIONS**

#### **Experience:**

Three years of increasingly responsibility of clerical/secretarial experience in an office environment.

#### **Education:**

High school diploma or equivalent.

#### **Required Testing:**

- Pre-employment Proficiency
- Pre-employment Physical Exam

#### **Continuing Education/Training**

- Maintain as needed

#### **Certificates/Licenses**

- Valid CDL

#### **Clearances**

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)