

## MADERA UNIFIED SCHOOL DISTRICT

## JOB DESCRIPTION

<b>Position:</b>	Administrative Assistant III	<b>Classification:</b>	Classified
<b>Department/Site:</b>	Middle School Site or Comprehensive High School	<b>Salary Schedule:</b>	Classified
<b>Reports to:</b>	Principal of Middle School, VP of High School	<b>Salary Range:</b>	34
		<b>FLSA:</b>	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 third level in the Administrative Assistant Series. The Administrative Assistant III provides secretarial support to the Middle School site Principals or High School, and Vice Principals. Incumbents have a greater breadth of office management responsibilities and assure proper and timely completion of Middle School and Career Pathways projects and activities.

### ESSENTIAL FUNCTIONS

- Types from rough drafts or verbal instructions a variety of materials such as letters, memoranda, recurring reports, and statistical data. Composes routine correspondence and forms as necessary.
- Explains general program policies and procedures within the scope of authority. Provides information of a general or limited technical nature.
- Attends meetings as assigned. May record, transcribe, and distribute minutes as directed.
- May assist in the administration of 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, Mini Charge, 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.
- Maintains a wide variety of confidential and non-confidential manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, cums, student information, testing materials, attendance records, 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 ensuring student 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, student assistants, 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 need 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, budget transfers, 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.
- Reconciles account balances for assigned budget categories for maintaining accurate account balances.
- Represents assigned Administrator in their absence for conveying and/or gathering information required for their functions.
- Researches a variety of topics (e.g. current practices, policies, education codes, 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 by 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:**

Four 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)