

## School District of Altoona

TITLE: Administrative Assistant - School Office

JOB ANALYSIS: The Administrative Assistant position provides service and support to students, parents, general public, and district employees.

REPORTS TO: Building Principal

### DUTIES AND RESPONSIBILITIES

The following duties are normal for this classification. These are not to be construed as exclusive or all-inclusive.

- Collects data and creates reports as needed (requires use of Windows XP, Windows 7, Excel, Publisher, Adobe Acrobat, and appropriate application software in a network environment)
- Oversees the compilations of attendance, discipline and health reports and maintenance of student records
- Performs secretarial tasks as directed by school principal
- Manages accounting and budget procedures at local school level
- Assists with telephone calls from parents and public
- Assists staff with clerical equipment in school office
- Maintains school equipment inventories and orders school supplies
- Processes payroll related forms for all employees
- Assists in student registration and transfers
- Aids students who are sick or injured
- Administer medications to students
- Assist with school web page updates
- Create and publish a monthly newsletter
- Coordinate volunteers including maintaining background check information
- Other duties as may be assigned by the administration

### QUALIFICATIONS:

- High School diploma or equivalent required.
- Minimum of three years of satisfactory experience working in a school or office setting with the general public, or completion of a two year vocational program.
- Associate degree or higher in Administrative Professional field preferred. Experience in a school setting is preferred but not required .
- Strong knowledge of Windows XP, Windows 7, Excel and publisher, and appropriate application software in a network environment.
- Demonstrated ability to effectively interact with others in person, by phone or in written communication.
- Successful bookkeeping training or experience.
- Demonstrated ability to maintain confidentiality of records, discussions and other correspondence regarding all school related matters.

- Current certification in first aid and CPR (or secure such certification within the first semester of employment).
- Demonstrated ability to learn and use a variety of office equipment including but not limited to copiers, facsimiles, and multi-line telephone systems .
- Demonstrated ability to learn new tasks and skills quickly with little supervision.
- Successful experience and/or training in supervising adult workers.
- Demonstrated ability to assume responsibility for routine decisions in the absence of an immediate supervisor.
- Must have and maintain a valid driver's license and have a good driving record.

PERSONAL ATTRIBUTES REQUIRED:

- Must be friendly, welcoming and positive
- Must be organized and able to work with detailed records
- Must be able to communicate verbally and in writing and follow written and verbal instructions
- Must demonstrate the ability to establish and maintain positive working relationships with maintenance/custodial employees, district staff and vendors/suppliers/employees
- Must understand the need for teamwork, timeliness and safety
- Must be able to maintain self-control without exhibiting negative behaviors
- Must be able to interact with others to accomplish tasks in a positive and productive manner
- Must be flexible and able to respond to changing priorities, new job assignments and interruptions

ESSENTIAL PHYSICAL/ MENTAL REQUIREMENTS:

- Must be able to stand, walk, climb, crawl or sit for prolonged periods with or without back support
- Must be able to communicate effectively to ask or respond to questions, provide information and assistance
- Hearing activity requires the ability to participate in numerous conversations throughout the day in an environment which may be noisy
- Must have the ability to maintain concentration and focus on tasks
- Must be able to follow safety practices at all times

The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Essential job functions are intended to describe those functions that are primary to the performance of this job, and other job duties include those that are considered secondary to the overall purpose of this job.

All requirements are subject to possible modification to reasonably accommodate individuals with a disability.

ADOPTED: 10/07/13