

MENDOCINO UNIFIED SCHOOL DISTRICT
Classified Job Description

CLASS TITLE: **RANGE: 41** **DUTY DAYS: 207**
Administrative Assistant – High School **17 before/10 after**

BASIC FUNCTION:

Under supervision of site administrator, serves as assistant to the site administrator, assisting in the development of procedures relating to the operation of the school with considerable latitude for independent decision making; acting as a liaison between the public, staff, administration and students; taking initiative as appropriate.

REPRESENTATIVE DUTIES:

- Act as liaison between public, staff, administration and students, receiving information and messages and forwarding them in an efficient, timely manner.
- Prepare, duplicate, collate, file and distribute necessary correspondence, bulletins, reports, and forms in a timely fashion.
- Maintain an up-to-date knowledge of all school functions, programs and events; schedule and plan events as assigned.
- Keep administrator informed of problems, potential problems, emergencies, conflicts and a wide variety of school or district operations.
- Attend meetings as requested by the site administrator.
- Arrange for substitutes as necessary.
- Receive student discipline referrals and forward to appropriate administrator.
- Compile staff absence and supplementary payroll records.
- Coordinate Advance Placement Program for all high school programs.
- Update and monitor budgets, purchases and expenditures.
- Collect and deposit all monies flowing through the school office, i.e. student body funds, abatements, student deposits, fees and purchases.
- Provide first aid as needed or make referrals to proper authority.
- Maintain inventory and compile annual supply order.
- Maintain facility keys.
- Schedule use of facilities for school personnel and other users.
- May assist in coordinating office-related tasks involving the operation of athletic programs by working with athletic director.
- Maintain cooperative relationships with those contacted in the course of work.
- Perform related duties as assigned by administrator.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment
Principles of office and time management
Correct English usage, grammar, spelling, punctuation and vocabulary
Receptionist and telephone techniques and etiquette

Administrative Assistant-HS

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Record keeping and filing systems

Basic math and computation methods

Interpersonal skills using tact, patience and courtesy especially when under pressure

Operation of a personal computer

When to ask for help or guidance

ABILITY TO:

Work confidentially with discretion

Understand and respect the rights of students

Perform and coordinate office, secretarial and clerical work.

Learn, interpret, apply and explain school and District policies, rules and objectives

Anticipate and plan ahead for upcoming activities

Understand the school social system as well as the nature and purpose of public schools

Combine a facilitative, helpful style with an orderly and systematic procedure

Self-supervise and regulate job priorities

Use a computer and other standard office equipment

Bend, stoop, lift properly, lift up to 30 lbs

Sit for extended periods of time

EDUCATION AND EXPERIENCE

An associate of arts degree or the equivalent, which can be measured by training and/or experience.

LICENSES AND OTHER REQUIREMENTS:

Fingerprint clearance for the Department of Justice

Valid California Driver's License

WORKING CONDITIONS:

Office environment

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