

PARK CITY SCHOOL DISTRICT

JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT-ELEMENTARY

DEFINITION:

Under the direction of the Principal, plan, organize, oversee, and participate in complex and responsible office functions; serve as a liaison between administration, staff, parents and the community; perform responsible office duties relieving the Principal of administrative and clerical detail; provide communication and information services; assist with administering routine first aid as needed in the absence of health office personnel.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Plan, organize, oversee, and participate in routine to difficult, responsible office functions; maintain school calendar and schedule events; coordinate and prioritize office duties and functions; assist in maintaining computerized student's data base files and attendance records; serve as a liaison between administration, staff, parents, and the community.
- Prepare and maintain various reports, calendars, schedules, assessment materials and other items as assigned to assist and alleviate Principal administrative responsibilities.
- Exercise independent judgment, discretion, and initiative in resolving situations arising in the Principal or administrator's absence.
- Receive and disseminate various communications including phone calls, mail, emails, and correspondence between the Principal, staff, students, and community; process employee requisitions.
- Assist with monitoring students in the office as needed; assist with administering routine first aid to students and staff in the absence of health office personnel; notify parents of ill or injured students as needed.
- Assist in procuring substitutes for Classified and Certificated employees; distribute and manage school keys; provide orientation for substitutes, itinerant staff and volunteers.
- Prepare regular payroll reports with Principal's authorization and submit to the payroll department; assist with monitoring timesheets for employees.
- Interpret, explain, and assure that necessary policies, procedures, and rules are correctly followed by staff, students, volunteers, and visitors.
- Prioritize several aspects of detailed office operations daily; perform in a busy office setting and exercise good judgement in time management and balancing tasks; respond to and address unexpected, time-sensitive situations that affect the office and school environment daily.
- Assist with budget planning and expenditure control as assigned; assist various organizations with data, correspondence, communication, programming and budgeting; prepare budget requests as required.
- Operate a variety of office equipment including a calculator, computer, and assigned software; perform non-technical maintenance on office equipment as needed.
- Order, receive, store, and distribute various school supplies, including office materials and instructional materials; submit work orders and consult with the Maintenance and Operations Department regarding problems and repairs as needed.
- Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records.
- Participate in correspondence and meetings with several different contacts and organizations as necessary and serve as a main contact for internal and outside contacts.
- Proofread and edit communications and various documents as needed from the Principal and

school; assist in the maintenance and daily update of school website as assigned; assist in the organization and development of the school safety plan and other emergency procedures or plans to assure emergency preparedness.

- Assist on-site Preschool teachers, parents and instructional aides with scheduling, parking, payroll and other issues to assure efficiency for the Preschool Program and Elementary Programs.
- Receive, sort, and distribute mail; prepare and distribute bulk mailings as directed.
- Attend and participate in meetings, in-services, and trainings as assigned.

OTHER DUTIES:

- Perform related duties as assigned.

REQUIRED QUALIFICATIONS:

Education and Experience:

- Any combination equivalent to: graduation from high school supplemented by college level coursework in a related field and two (2) years increasingly responsible clerical experience involving frequent public contact.

Licenses and other Requirements:

- Criminal Justice Fingerprint/Background Clearance.
- Valid First Aid and CPR Certificate issued by an authorized agency.

Knowledge of:

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Policies and objectives of assigned program and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of students.
- District organization, operations, regulations, policies, and objectives related to position.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Basic arithmetic

Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the Principal of administrative and clerical detail.
- Serve as Administrative Assistant to the Principal and coordinate communications between administrators, personnel, parents, students, and the public.
- Assure smooth and efficient office operations.
- Interpret, apply, and explain laws, codes, rules, and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials independently or from oral instructions.
- Type or input data at an acceptable rate of speed.
- Understand and resolve issues, complaints, or problems.

- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Compile and verify data and prepare reports.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and time lines.
- Make arithmetical calculations with speed and accuracy.
- Assist in health office and perform routine first aid as needed.

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.

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.

- Dexterity of hands and fingers to operate a computer keyboard.
- Seeing to read a variety of materials.
- Hearing and speaking to exchange information.
- Sitting for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.

FLSA STATUS:

APPROVAL DATE

SALARY GRADE

Non-Exempt

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