

# PARK CITY SCHOOL DISTRICT

## JOB DESCRIPTION

### ADMINISTRATIVE ASSISTANT – SECONDARY

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#### **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 office duties to relieve the Principal of administrative and office detail; assist with various Associated Student Body records and budgets; provide communication and information services

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- Plan, organize, oversee and participate in complex and responsible office functions; maintain school calendar and schedule events; coordinate and prioritize office duties and functions; serve as a liaison between administration, staff, parents and the community.
- Prepare and maintain various reports, calendars, schedules, assessment materials and other tasks as assigned to assist and alleviate the Principal of administrative responsibilities; assist in coordinating special school events.
- Perform various duties utilizing the PowerSchool database system as assigned; maintain data collection for PowerSchool and compile and verify student information; generate required documents and reports; maintain various assigned student records within database.
- Prepare and reconcile financial records and bank statements as assigned by the position; collect and receive monies and funds; process deposits and reconciliations according to established District guidelines, policies and procedures; review accounts for errors and make appropriate adjustments; verify, balance and adjust assigned accounts in support of assigned programs; monitor funds for income and expenditures.
- Receive and disseminate various communications including phone calls, mail, emails and correspondence between the Principal, staff, students and the community; distribute signed paperwork to the appropriate District office.
- Exercise independent judgment, discretion and initiative in resolving situations arising in the Principal or administrator's absence.
- Assist in monitoring students in the office as needed; contact parents as needed.
- Prepare regular payroll reports with the Principal's authorization and submit reports to the payroll department.
- Interpret, explain and ensure that District policies, procedures and rules are correctly followed by staff, students, volunteers and visitors.
- Prioritize several aspects of detailed and complex 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; generate various computerized lists and reports as requested; ensure accuracy of input and output data.
- Perform various duties for substitutes as assigned including monitoring employee absences, ensuring a substitute is assigned for absent personnel and preparing required documents for substitutes; assist with finding substitute coverage for classes 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 office materials and supplies; prepare requisitions and purchase orders; provide appropriate budget codes for products and purchases.
- Receive, greet and direct visitors; respond to inquiries and provide general information to personnel, students, parents and the public.
- Establish and maintain filing systems, input a variety of data into an assigned computer system.
- Provide direction and training as needed to office staff.
- Order, receive, store and distribute various assigned school supplies, including office and instructional materials and supplies.
- Process purchase orders and invoices as assigned; monitor office or program expenditures; maintain auditable records.

- Answer telephone calls and direct calls to appropriate personnel, take and relay messages as appropriate.
- Communicate with several different contacts and organizations as necessary and serve as a main contact for internal and outside contacts; attend required meetings.
- Compose correspondence, proofread and edit communications and various documents as needed from the Principal and the school.
- Receive, sort and distribute mail; prepare and distribute bulk mailings as directed.
- Practice discretion when dealing with a variety of sensitive and privileged matters.
- 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 three (3) years of increasingly responsible clerical or secretarial 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:

- District policies, regulations and procedures.
- 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 administrator of administrative and clerical detail.
- Serve as Administrative Assistant to the Principal and coordinate communications between administrators, personnel, parents, students and the public.
- Ensure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Provide input in the selection process for clerical staff as requested.
- Compose correspondence and written materials independently or from oral instructions.
- Type or input data at an acceptable rate of speed.
- Assist with traffic duty as necessary.
- 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; learn to utilize PowerSchool database.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and time lines.
- Make arithmetical calculations with speed and accuracy.
- Assist in basic health matters.

**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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