

BOISE SCHOOL DISTRICT
CLASS SPECIFICATION
ADMINISTRATIVE ASSISTANT
– SECONDARY SCHOOL

Purpose of Class

Perform administrative, secretarial, clerical and office duties to support the functions of a junior high, senior high or alternative school.

Primary Function

The principal function of an employee in this class is to perform a wide variety of administrative support, secretarial and clerical duties at a secondary school. Typically, an employee in this class performs duties in one or more of the following areas: Counseling, Attendance, Records, Registration, Teacher's Support, and/or Main Office. Duties include public contact, typing and preparing letters or documents using various software applications, entering data into school or department systems and applications, keeping clerical records, logs, ledgers, and related documents and working within District and department specific processes and procedures. The work is performed under the supervision of a school administrator. The principal duties of this class are performed in an office environment.

Essential Duties and Responsibilities (will vary by assignment)

- Perform a wide variety of secretarial, clerical and administrative support functions;
- Prepare and maintain confidential information and records;
- Maintain daily interaction and communication with students, staff, parents and administration;
- Generate and distribute numerous computer reports relating to budget, attendance, grades, enrollment and withdrawals;
- Maintain personnel reports of staff absences and process payroll information;
- Prepare and mail parent newsletters;
- Collect and calculate statistical data;
- Answer phone and greets visitors, providing referrals to other departments or staff;
- Perform public relations duties to explain policies and procedures to students, parents and the public;
- Maintain accurate attendance records and daily enrollment count for monthly and quarterly reports;
- Assist students and parents with registration and withdrawal processes;
- Maintain accurate student data information and records utilizing the computer;
- Maintain end of course grades via computer and prepares reports by grade, student, teacher or department;
- Create and maintain a supply of forms used in department;
- Receive and distribute incoming mail and packages;
- Supervise and train student aides assigned to the office;
- Assist with preparations for Parent Teacher Conferences, Open House and other activities;
- Type forms, letters and other documents;
- Perform scheduling/calendar duties;
- Perform all work duties and activities in accordance with District policies, procedures and safety practices

Other Duties and Responsibilities (will vary by assignment)

- Support Principal's designee in absence of Principal;
- Perform bookkeeping and accounting functions;
- Process purchase and receipt of supplies through district accounting system;
- Call for substitute staff when needed;
- Serve as liaison for the student information system;
- Coordinate special events;
- Serve as backup for other school secretaries;
- Back up or fill in for nurse as assigned; administer first aid;
- Maintain locker security, replacing or reassigning locks, depending on facility;
- Perform other related duties as required.

Competency Requirements:

Knowledge of:

- Operation of office equipment including a computer and job-related software such as Word, Excel, or others;
- English grammar and punctuation;
- Math and recordkeeping;
- Current office practice and procedure.

Ability to:

- Communicate effectively both orally and in writing to children and adults;
- Perform a variety of clerical and administrative support duties;
- Perform multiple tasks simultaneously, including handling interruptions, and return to and complete tasks in a timely manner;
- Follow written and oral instructions;
- Maintain records efficiently and accurately and to prepare clear and concise reports;
- Operate a variety of office equipment, including a personal computer;
- Maintain effective working relationships with school employees, supervisory personnel, and the public;
- Utilize effective organizational skills, telephone etiquette and good people skills;
- Respond appropriately to emergency or unusual situations that may involve administering first aid, contacting parents, or dealing with sensitive or confidential issues;
- Use logical and creative thought processes to develop reasonable solutions according to written specifications and/or oral instructions;
- Perform time management and scheduling functions, meet deadlines, and set task priorities;
- Maintain office, school, and individual confidentiality.

Acceptable Experience and Training

- High school diploma or GED equivalency; and
- General office and computer experience; or
- Any equivalent combination of experience and training which provides the knowledge and abilities necessary to perform as an effective and competent Administrative Assistant.

Essential Physical Abilities

- Sufficient clarity of speech and hearing or other communication capabilities, with or without reasonable accommodation, which permits the employee to understand verbal instructions and to communicate effectively on the telephone and in person;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, prepare and review documents and process them in a prescribed order, and organize documents and materials;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to perform repetitive motions and operate a personal computer and standard office equipment;
- Sufficient personal mobility, flexibility, and balance, with or without reasonable accommodation, which permits the employee to work in an office environment, lifting or moving objects that weigh up to 30 lbs.
- Job tasks may require, with or without reasonable accommodation, climbing, stooping, kneeling, crouching, reaching, pushing, pulling, lifting, fingering, grasping, talking, and hearing.