

Pittsfield School District

Job Description – School Office or Department Administrative Assistant

Title: School Office or Department Administrative Assistant

Purpose: Performs a wide variety of secretarial and administrative duties to assist the Dean of Instruction and the Dean of Operations in the daily efficient operations of the school. Performs all other related work as required.

Minimum Qualifications:

1. Education, Training, and Experience: High school education plus at least five years of secretarial, office experience, preferably in a school setting, or any equivalent combination of education, and experience. Demonstrated interest working with children in a school environment.
2. Knowledge, Ability, and Skill:
 - A. Knowledge: Thorough knowledge of office procedures, practices, and terminology. Knowledge of policies and procedures of the school district. Working knowledge of laws and policies relevant to the school's work. Familiarity with accounting principles and procedures. Knowledge of the operation of computer software applications.
 - B. Ability: Ability to recognize and resolve problems with minimal administrative intervention. Ability to interpret and implement instructions provided in oral and written form. Ability to prioritize and complete multiple tasks at one time with frequent interruptions. Accuracy and attention to detail. Analytical ability. Ability to deal effectively and tactfully with staff, students, and the public. Ability to work collaboratively in a team environment. Ability to diffuse difficult situations to enable effective problem solving. Must be able to operate a personal computer and display intermediate to advanced skill when using software programs for word processing, database, spreadsheet, and other software as required by the position. Willingness and ability to learn new technologies, software, and/or applications.
 - C. Skill: Excellent administrative and secretarial skills. Expertise and skill in utilizing personal computers, popular word processing, Microsoft Office applications, PowerSchool, database, and spreadsheet applications. Excellent customer service and interpersonal skills. Strong organizational skills. Skill in all of the above listed tools and equipment.

3. Physical Requirements:

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.

While performing the duties of this job, the employee is frequently required to work at a desk; regularly convey information to school employees and the public; regularly move about inside the office to access file cabinets and office machinery; and traverse stairs. The employee must occasionally lift and/or move objects weighing up to 30 pounds, such as supplies, folders, and books. Ability to operate a keyboard and calculator at efficient speed and to view computer screens for extended periods of time. Vision and hearing at or correctable to normal ranges.

Essential Functions:

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

1. Ensures the professional, efficient, and courteous operation of the office. Confirms and schedules appointments. Provides assistance to students, faculty/staff, and parents by answering questions in person, electronic mail, or by telephone; provides information relative to school system policies and procedures; refers individuals to appropriate source as required. Responds tactfully to citizen's requests and/or complaints.
2. Performs secretarial, administrative functions to support school administrations, including answering telephones, photocopying, typing, filing, scheduling appointments, etc.
3. Coordinates the substitutes for teachers and para-educators; processes leave, arranges coverage of duty; processes time cards, and ensures substitutes have received proper orientation and materials. Maintains records of staff absences and arranges for substitute coverage.
4. Completes all state reporting required for I4see (BOY, class submission, course submission, free/reduced lunch, NECAP, and EOY).
5. Responsible for reviewing for accuracy and submitting weekly payroll information to the SAU Financial Manager for full time support staff and para-educators. Processes time cards and substitute sheets and works with the SAU staff to ensure payment.
6. Provides continued support to the teachers, paraprofessionals, and school administration. Provides varied lists such as emergency contact, class lists, and bus lists. Responsible for the preparation of First Day Packets, making sure that all information for the upcoming year is included to send home, which includes several lists to send home including bus routes and hot lunch information.
7. Processes worker's compensation claims, student injury reports, and other insurance claims and reports.
8. Manages facilities use forms and scheduling.
9. Provides support with emergency management drills, makes roster for use in fire drills in order to keep track of all staff and students.
10. Provides coverage for the nurse during his/her absence.
11. Manages attendance of students, making sure that attendance is entered in on a timely manner. Provides reports to teachers each quarter the attendance for each student.
12. Schedules buses for class field trips and ensures all forms for the trips are in order.
13. Maintains the computer security system by providing staff members with a key / key fob.

14. Coordinates and compiles binder for all staff that includes handbooks, schedules, policies, and other pertinent information; and updates the School Board policy book.
15. Performs similar or related work as required, directed or as situation dictates.

Supervision:

1. Supervision Scope: Performs varied and responsible duties requiring a thorough knowledge of school and departmental operations and the exercise of judgment and initiative to perform duties and complete assigned tasks.
2. Supervision Received: Works under the administrative direction of the Dean of Instruction and Dean of Operations. Employee generally establishes own work plan and completes work in accordance with established school and departmental policies and standards; only unusual cases are referred to supervisor.
3. Supervision Given: None, however is point of contact for two office positions

Work Environment:

1. Work is performed in an office environment. Majority of work is performed in a moderately noisy work environment, with frequent interruptions.
2. Operate computer, printer, scanner, telephone, copier, facsimile machine and all other standard office equipment.
3. Make frequent contact with school district staff, public, students, parents, vendors, school districts, and outside agencies and organizations. Contact requires a high degree of tact and confidentiality. Contact is in person, by telephone, or by email.
4. Employee has access to highly sensitive and confidential information pertaining to staff, parents and students.
5. Errors could result in delay or loss of service, monetary loss, possible injury to others, and possible legal ramifications.

Terms of Employment: As established by the Pittsfield School Board.

Performance Evaluation: Probationary period and annual performance evaluation as established by the Pittsfield School Board.

This job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Adopted: November 7, 2019

