

STUDENT INFORMATION ADMINISTRATIVE ASSISTANT

Purpose Statement

The job of Student Information Administrative Assistant was established for the purpose/s of providing a variety of secretarial support to assigned administrator and department; establishing and maintaining department records; tracking department funds, grants and purchasing; compiling reports; ensuring compliance of department records with mandated requirements; and monitoring assigned projects and/or program components.

This job reports to the Emergency Management, Security, Truancy and DHA Supervisor.

Essential Functions

- Attends department and/or in-service meetings for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data (e.g. payroll/personnel forms, time sheets, leave forms, etc.) for the purpose of preparing reports or processing requests.
- Coordinates assigned projects and/or program components (e.g. arrangements for conferences: meetings; travel requirements, home school registrations, etc.) for the purpose of completing activities and/or delivering services in compliance with established guidelines.
- Maintains a variety of manual and electronic documents files and records (e.g. department databases, student transcripts, work orders, time sheets, expense reimbursement requests, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains inventory of supplies and materials (e.g. forms, office supplies, etc.) for the purpose of ensuring items' availability.
- Prepares a variety of correspondence, reports and other materials (e.g. work orders, requisitions, supply orders, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Processes a variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, etc.) for the purpose of disseminating information in compliance with established administrative guidelines.
- Researches a variety of topics (e.g. discrepancies, current practices, policies, education codes, etc.) for the purpose of providing information and making recommendations in a variety of administrative areas.
- Responds to a wide variety of program-specific and district-general inquiries from a variety of internal and external parties for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Supports assigned administrator and department staff for the purpose of providing assistance with administrative functions.
- Supports district databases.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including utilizing pertinent software applications; planning and managing projects; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and solve practical problems. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; common office machines; concepts of grammar and punctuation; and office application software.

ABILITY is required to schedule activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize specific, job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability-based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working with detailed information/data; and displaying adaptability/flexibility.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; and tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Working Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 70% sitting, 20% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Experience - Job related experience is required

Education - High School diploma or equivalent

Equivalency - None Specified

Requirement – This is a non-certified position.

Continuing Education / Training - None Specified

FLSA Status - Non Exempt

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