

Administrative Assistant - Student Services/Assistive Technology

Purpose Statement

The job of Administrative Assistant - Student Services/Assistive Technology is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; communicating information on behalf of administrator to school and district staff, other districts, public agencies, assistive technology team, etc.; ensuring compliance of department/program activities with financial, legal and administrative requirements; and acting as liaison between the Administrator and other parties, providing information, addressing issues and/or providing general support.

Essential Functions

- Archives various student documents, files and records for all District schools (e.g. Qume, Special Education, verifications, etc.) for the purpose of ensuring accurate information, storage and availability.
- Attends a variety of work related functions (e.g. department meetings, in-service training, professional meetings, etc.) for the purpose of providing and/or gathering information relating to job functions.
- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Composes documents (e.g. standardized correspondence, bulletins, etc.) for the purpose of documenting events, providing and/or requesting information.
- Coordinates student record electronic storage and archival database for the purpose of ensuring availability of current and past student information in conformance with established guidelines.
- Coordinates a variety of programs and/or activities (e.g. task assignments, meetings, site in-service day activities, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Creates presentations and adaptive classroom tools for the purpose of assisting in meeting the educational needs of students as assigned and assisting in ensuring compliance with all relevant codes, guidelines and/or regulations.
- Evaluates record information requests for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Evaluates situations (e.g. involving staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains inventories of supplies and materials for the purpose of ensuring items' availability.
- Maintains documents, files and records for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned district activities and/or program components for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Orients new staff members on office procedures (e.g. voice mail system, desk setup, requisition process, etc.) for the purpose of assuring the efficient integration of staff members into department operations.

- Oversees workload of department for the purpose of maximizing the efficiency of the work force and meeting operational requirements.
- Prepares written materials (e.g. reports, memos, letters, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Presents information on administrative procedures, services, regulations, etc. for the purpose of training and orienting other personnel and/or disseminating information to appropriate parties.
- Processes documents and materials for the purpose of disseminating information to appropriate parties.
- Researches a variety of information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a variety of activities (e.g. meetings, travel arrangements, staff coverage, facilities usage, etc.) for the purpose of assisting in meeting staff needs and efficient utilization of personnel, equipment and facilities.
- Supports assigned administrative personnel for the purpose of providing assistance with their administrative functions.

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 single, technical 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: adhering to safety practices; maintaining organization; operating standard office equipment including a computer; using pertinent software applications; planning and managing projects; repairing and maintaining accurate records; and organizing departmental workspace and equipment.

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 understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; and safety practices and procedures.

ABILITY is required to schedule activities and/or meetings; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others; work with data utilizing defined and similar processes; and operate equipment using defined methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Some problem solving may be required to identify issues and select action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with detailed information/data; working with frequent interruptions; and working independently.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; providing information and/or advising others; operating within a defined budget. utilization of some resources from other work units may be required to perform the job's functions. There is some opportunity to effect the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands:

occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% 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:

Required Testing

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance
Kansas Certification of Health

FLSA Status

Non Exempt

Approval Date

6/29/2011

Salary Grade

ADM 7