



Ashland School District

Job Description

Job Title: Admin Assistant
Assignment: District Office
Reports To: Director or Administrator(s)
Evaluated By: Director or Administrator(s)
FLSA Status: Non-Exempt

JOB SUMMARY

This position provides full spectrum administrative support to the Director or Administrator(s) including matters of a confidential nature. Handles daily work pressures, requiring a volume of work which must be completed within a specified period of time. Performs duties with minimal supervision.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Essential duties of this position include the following. Employees in this position perform some or all of the following tasks. Other related duties may be assigned.

1. Follows and maintains knowledge of all applicable District policy(ies) and procedures.
2. Performs general office duties including answering multi-line phones, greeting the public, typing, filing, sorting and handling incoming and outgoing mail.
3. Provides administrative assistance to the Director/Administrator(s) including calendar management, preparing correspondence, taking minutes, etc.
4. Assists in development and reporting on program budget.
5. Prepares department purchase orders.
6. Researches, creates, inputs, formats, organizes and edits relevant data as needed or requested and prepares in a usable format.
7. Maintains accurate office records including documents and forms used by program, filing, copying, creating manuals, and mailing information.
8. Prepares a variety of records including copying, faxing, mailing and filing appropriate records and corresponding with other districts as necessary.
9. Maintains accurate records including sending and retrieving files, ensuring transcripts, etc. are updated and updating databases as required.
10. Processes Inter-district transfer applications; as well as the open enrollment process and resolution of residency questions and issues.
11. Prepares regular and accurate reports for ODE and federal agencies, meeting all required deadlines and recording revenue as appropriate.
12. Maintains time sheet information and leave slips electronically and in printed format.
13. Responsible for District level project/processes: (schedules expulsion hearings and prepares expulsion materials for example.)
14. Manages special projects and events as assigned.
15. Appropriately maintains and secures highly confidential student records and inquiries.
16. While working collaboratively with others, implements decisions within ASD established policies and procedures.
17. Professionally represents the school and the District in interactions with parents, community, staff, and students and resolves conflict in a professional manner.

18. Works collaboratively with District and building administrators and other department staff to provide reliable service to customers.
19. Communicate clearly with coworkers and other staff.
20. Participate as an effective team member.
21. Provide impeccable customer service.
22. Interacts thoughtfully and courteously with students, staff, administrators and parents and resolves conflict in a professional manner.
23. Maintains appropriate certifications and training hours as required.
24. Attends work regularly and is punctual.

MARGINAL DUTIES AND RESPONSIBILITIES

Marginal duties of this position include the following. Employees in this position perform some or all of the following tasks. Other duties may be assigned.

1. Troubleshoots, coordinates service and supplies of office machinery (copy, fax, postage meter, etc.)
2. Coordinates travel and assist with other administrative needs.
3. Assists other office staff
4. Reports issues to authorities as necessary.
5. Attends staff meetings and in-service trainings.
6. Provides coverage for breaks and lunches of other staff

SUPERVISORY RESPONSIBILITIES

All school employees have some responsibility for supervising students and assisting in maintaining a safe environment.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. The equivalent combination of experience, training, certification, education or degree that provides the required knowledge, skills and abilities may be used as an alternative to prerequisites. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions

- **Education and/or Experience:** High school diploma or General Education Diploma (GED) and minimum two years related successful experience in typing, general clerical and/or training or equivalent combination of education and experience. Associates Degree preferred. Ability to accurately enter and retrieve computerized data. Prior successful experience working in a school setting strongly preferred.
- **Interpersonal Skills:** Works well with others from diverse backgrounds. Focuses on solving conflict; maintaining confidentiality; listening to others without interrupting; keeping emotions under control; remaining open to others' ideas and contributing to building a positive team spirit.
- **Language Skills:** Ability to communicate fluently verbally and in writing in English. Ability to respond to common inquiries or complaints from students, parents, staff, or members of the community. Ability to read and interpret documents such as safety rules, operating and maintenance instructions and procedure manuals. Ability to prepare complex correspondence.
- **Mathematical Skills:** Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals. Ability to compute rate, ratio and percent and to draw and interpret bar graphs. Ability to handle large amounts of money and account for monies received. Ability to perform low level accounting functions.
- **Reasoning Ability:** Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several variables in a variety of situations.

- **Computer Skills:** General knowledge of computer usage and ability to use standard school software, internet software, e-mail, spreadsheets, accounting and word processing software. Ability to proficiently use the above software programs. Ability to create graphs and charts in spreadsheet software. Ability to type accurately and proficiently.
- **Other Skills and Abilities:** Ability to appropriately communicate with students, teachers, administrators, parents and members of the community and others including vendors, law enforcement and other agencies. Ability to exercise good judgment and work in an environment with constant interruptions.
- **Certificates, Licenses, Registrations:** Certificates as determined by the District including a valid Oregon Drivers License.

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.

While performing the duties of this job, the employee is regularly required to talk or hear. The employee is frequently required to walk; sit; use hands for fine manipulation, handle or feel and reach with hands and arms using a keyboard and video display terminal. The employee is frequently required to stand and stoop, kneel, crouch or crawl and climb stairs. The employee must regularly lift and/or move up to 10 pounds and occasionally up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, ability to adjust focus and peripheral vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The work environment is in a school that combines standard office setting including standard office equipment (fax, copier, phone, computer, 10-key, etc.) with the standard school setting. The noise level in the work environment is usually low to moderate and occasionally high depending upon student population and activities. May be exposed to bloodborne pathogens.

OTHER

Note: This is not necessarily an exhaustive or all-inclusive list of responsibilities, skills, duties, requirements, efforts, functions or working conditions associated with the job. This job description is not a contract of employment or a promise or guarantee of any specific terms or conditions of employment. The school district may add to, modify or delete any aspect of this job (or the position itself) at any time as it deems advisable, pursuant to Collective Bargaining Agreement.

Prepared By: JDC
 Reviewed By: JDC
 Adopted:

Prepared Date: February 11, 2016
 Review Date:

I have read and understand this job description.

Signature:

Date:
