



RIALTO UNIFIED SCHOOL DISTRICT CLASSIFIED

SCHOOL ADMINISTRATIVE ASSISTANT

DEFINITION:

Under the direction of an assigned Administrator or Supervisor, perform complex and responsible administrative clerical functions in an elementary school, middle school, high school, continuation high school, and/or other special school setting; organize and facilitate communications between administrators and students, parents, faculty, and others; prepare a variety of records, documents, and materials related to school operations; perform other job-related duties as assigned and/or as required.

ESSENTIAL DUTIES:

- Perform a variety of responsible administrative support duties at a school site.
- Assist by organizing communications and maintaining accurate records related to school events and activities and student discipline and attendance.
- Provide customer service to all visitors to the school office including students, parents, staff, and the public; contact students, parents, teachers, and others to provide and obtain information; review and screen incoming correspondence and communications routed to the school administration.
- Maintain a variety of records and files, which may include materials related to students, site personnel, budget, expenditures, payroll, and a variety of other site-related areas; enter data and generate reports daily.
- Process staff absences and coordinate substitute coverage.
- Refer specific communications or correspondence to appropriate staff members to gather information and data for school administrator's review.
- Schedule various meetings, appointments, conferences, field trips, trainings, workshops, and other events; update calendars and complete all related clerical tasks pertaining to scheduling; initiate follow-up activities; ensure that operational timelines are met.
- Arrange correspondence and related background materials for supervisor's personal reply
- Draft correspondence pertaining to a variety of subjects, as needed.
- Review outgoing correspondence and other materials to ensure consistency with policies, regulations, operational procedures, formatting, grammar, and punctuation.
- May take and transcribe dictation; type, proofread and prepare a wide variety of materials including reports, performance evaluations, parent/student/faculty handbooks, lists, bulletins, memoranda, notices, correspondence, newsletters, and forms.
- Prepare notes and drafts summaries of meetings and conferences; transcribe notes pertaining to a variety of subjects, including information and records that may be of a privileged or sensitive nature.
- Prepares input data for computerized record management, including storage and retrieval systems; generate a variety of reports and utilize them in office operation.
- Prepare requisitions to procure and maintain an adequate inventory of supplies and instructional materials.
- Schedule and organize the clerical functions of the office.
- Provide input concerning the technical evaluation of other clerical staff.

- Administer first aid to students; contact parents and emergency agencies in cases of serious illness or injury.
- Assist in the Health Office as needed.
- May assist in the development of budgets and budgetary items, as directed; process payments as needed.
- Assist in scheduling school facilities for community use.
- Perform other job-related duties as assigned and/or as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment
- Standard office equipment and modern office management, including storage and retrieval systems.
- Receptionist and telephone techniques.
- Correspondence drafting and report generating.
- Correct English usage, spelling, and grammar.
- Effective communication techniques.

ABILITY TO:

- Learn and interpret school legal mandates, policies, rules regulations, and operational procedures.
- Operate computers and software applications effectively.
- Draft correspondence independently.
- Prepare comprehensive reports.
- Perform simple mathematical calculations with speed and accuracy.
- Understand and follow oral and written directions.
- Establish and maintain cooperative working relationships.
- Work independently and with minimal supervision

Bilingual/Biliterate positions require proficiency in both oral and written Spanish and may require translating from English to Spanish and from Spanish to English.

EDUCATION AND EXPERIENCE:

EDUCATION:

Verification of a High School diploma, a higher degree, or a GED certificate.

EXPERIENCE:

Two years of responsible and varied secretarial experience, or four years of general clerical experience working at a school site. Recent job-related experience within the last five years is required.

LICENSES, CERTIFICATIONS, AND OTHER REQUIREMENTS:

- Possession of a valid California Motor Vehicle Operator's License
- Insurability by the District's liability insurance carrier.

- Verification of a current First Aid certificate and a current CPR certificate issued by the American Red Cross or the American Heart Association is required at time of employment and must be kept current as a condition of continued employment.

PREFERRED QUALIFICATIONS:

Coursework in secretarial skills, data entry, office management, or other related skill areas is desirable; experience working in a school office setting is preferred, but not required. Knowledge of Microsoft Office and District software applications is preferred, but not required.

WORKING CONDITIONS:

ENVIRONMENT:

Indoor, school office work.

PHYSICAL ELEMENTS:

The physical requirements indicated below are examples of the physical aspects that this position classification must perform in carrying out essential job functions.

- Will frequently exert 20 to 30 pounds of force to lift, carry, push, pull or otherwise move objects
- Will sit most of the time, but may walk or stand for brief periods of time; will occasionally be required to bend, stoop, crouch, kneel, reach above shoulder level, and/or to ascend and descend a step stool or step ladder
- Must possess the ability to hear and perceive the nature of sound
- Must possess visual acuity and depth perception
- Must be capable of providing oral information, both in person and over the telephone
- Must possess the manual dexterity to operate business-related equipment and to handle and work with various objects and materials

Reasonable accommodation may be made to enable a person with a disability to perform the essential functions of the job.

POTENTIAL HAZARDS:

Exposure to blood or bodily fluids.

Revision Date: 2/1/2024