



## ADMINISTRATIVE ASSISTANT AND DATA SPECIALIST

### QUALIFICATIONS:

- High school diploma or equivalent, and additional training preferred;
- Bilingual and bi-literate (Spanish)
- Experience in secretarial work;
- Fast, accurate typing, and computer operation ability;
- Experience with Microsoft Office Products, including MS Word, MS Excel, MS Publisher, and MS Outlook;
- Experience with Microsoft PowerPoint and designing presentations;
- Experience with Infinite Visions Financial System;
- Ability to use databases to obtain desired data sets;
- Ability to maintain, update, and validate information in databases;
- Knowledge of current office practices, spelling, business grammar and word usage, procedures, and equipment;
- The ability to keep accurate student, clerical, and confidential records;
- The knowledge and ability to interpret school and District policies and procedures;
- Interpersonal and public relation skills;
- Availability to work some evenings, at a minimum, once a month;
- Ability to organize, prioritize, and complete multiple projects;
- Strong attention to detail;
- Have a First Aid card, as requested by supervisor; and
- Such alternatives to the above qualifications, as the Board may find appropriate and acceptable.

### REPORTS TO:

- Superintendent and Business Manager

### JOB GOAL:

To assist the Board, Administrative Leadership Team, Superintendent, and Business Manager in clerical duties, manage some personnel systems, and oversee records and data maintenance.

### PERFORMANCE RESPONSIBILITIES:

- Attend regularly;
- Notify school/department when absent, according to contract specifications; and
- Adhere to arrival, rest periods, and departure times.

### Responsibilities include but are not limited to the following:

- Perform independent work and varied office functions, including banking, filing, duplicating, mailing, and maintenance of office records;
- Prepare and distribute public relations materials to staff, media, district website and community;
- Prepare reports, including the collection and organization of necessary materials or information;
- Acts as Lead Office Manager and facilitates monthly meetings with school staff;
- District-wide administrator for the Substitute Software calling system;
- Coordinate and register new licensed and classified substitutes;
- Data manager of student and personnel records;
- Assists in preparing job postings, personnel contracts, and maintains personnel files;
- Type materials, as needed, including curriculum, policies and procedures, staff materials, newsletters, and correspondence;
- Receive, compile, and maintain accurate student accounting records;
- Learn and operate appropriate computer software and equipment;
- Serve as Secretary to the Board, Superintendent, and Business Manager ;
- Assist in coordinating District events; and

- Perform other duties, as assigned.

**PHYSICAL REQUIREMENTS**

- In an 8-hour day, employee may stand/walk 4-6 hours; sit 1-4 hours; and/or drive 1-4 hours;
- Employee may use hands for repetitive grasping (i.e., filing), pushing/pulling up to 40 pounds of equipment, and fine manipulation (i.e., keyboard); and
- Employee may need to bend, twist, stoop, reach overhead, squat, climb stairs, and lift occasionally.

**TERMS OF EMPLOYMENT:**

- 260 day employment agreement - according to Board policy and procedures, master contract, and school calendar.

**EVALUATION:**

- Performance will be evaluated annually in accordance with Board policy and established procedures.

I have received a copy of this job description.

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Signature

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Date