

CLASS TITLE: ADMINISTRATIVE ASSISTANT–PRESCHOOL PROGRAM

BASIC FUNCTION:

Under the direction of the Preschool Administrator and/or Principal(s), perform a wide variety of clerical and secretarial duties to support preschool operations and to assist the Preschool Administrator and/or Principal(s) in administrative tasks; perform public relations and communications services for the Preschool Administrator and/or Principal(s).

ESSENTIAL DUTIES:

Perform office activities to assist the Preschool Administrator and/ or Principal(s) in administrative tasks; prepare and maintain a variety of reports, records and files relating to students, staff, operations and activities including those of a confidential nature.

Serve as secretary to the Preschool Administrator and/or Principal(s); initiate and receive telephone calls; type letters, compose correspondence independently; prepare, type and distribute communications, newsletters, flyers and bulletins; schedule conferences, appointments and meetings; receive, open, prioritize and distribute mail.

Greet visitors to the school office; provide information to students, parents, staff and the public concerning school policies, procedures, actions, activities and schedules as appropriate; maintain Preschool Administrator and/or Principal(s) calendar and school calendar of events.

Collect, compile, organize and record a variety of data related to personnel and student activities; prepare and maintain related records, files and logs, including worker's compensation data.

Maintain payroll for certificated, classified and other personnel; maintain accurate records of substitute teachers and accounts to be charged; receive and distribute paychecks.

Enroll, register and schedule new students; complete enrollment information; complete records for the release or transfer of students; maintain confidentiality of student information as required.

Operate a variety of office equipment including typewriter, calculator, copier, computer, scanner and fax machine.

Collect and account for monies collected in conjunction with school activities according to established procedures; oversee and maintain petty cash fund.

Monitor and balance assigned budgets; assure expenditures do not exceed revenues; resolve discrepancies; compile related reports as directed.

Obtain substitute personnel; greet and orient substitute personnel; provide keys and instructional materials and maintain related records.

Maintain accurate and current student emergency release information and oversee the release of students to authorized parent/guardian or approved individual.

Administer first aid and dispense approved medication to students in accordance with physician instructions and District policy; notify parents of ill or injured students as needed; contact emergency personnel as necessary.

Requisition, receive, store and distribute supplies and office materials; confer with vendors to resolve issues related to merchandise received.

Perform related duties as assigned, including duties related to the school site or office where assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Financial and statistical record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- Basic budgeting practices regarding monitoring and control.
- District organization, operations, policies and objectives.
- Basic first aid techniques.
- Operation of a computer and district software.

ABILITY TO:

- Perform a wide variety of clerical and secretarial duties to coordinate school office activities.
- Perform public relations and communications services for the Preschool Administrator and/or Principal(s).
- Communicate effectively with students, parents, staff and administration.
- Answer telephones and greet the public courteously.
- Compose correspondence independently or from oral instructions.
- Complete work with many interruptions.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Type at 45 words per minute from clear copy.
- Prioritize and schedule his/her own work.
- Understand and follow oral and written directions.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Operate a variety of office equipment including a computer and district software.
- Monitor and control assigned budgets.
- Add, subtract, multiply and divide quickly and accurately.

Establish and maintain a variety of filing systems.
Work confidentially with discretion.
Work or as part of a team
Administer first aid.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and two years increasingly responsible clerical or secretarial experience.

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR Certification issued by an authorized agency.

WORKING CONDITIONS:

ENVIRONMENT:

School office environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard
Seeing to read a variety of materials.
Hearing and speaking to exchange information in person or on the telephone.
Sitting for extended periods of time.
Bending at the waist, kneeling or crouching to file materials.

HAZARDS:

Potential for contact with blood and blood-borne pathogens.
Contact with abusive and dissatisfied individuals.

TERMS OF

EMPLOYMENT: Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION: Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.