



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	School Administrative Assistant II	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	10 months/Calendar 5007 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 46

BASIC FUNCTION:

Under the direction of an elementary, middle or alternative school principal, plan, organize and coordinate a wide variety of administrative and other office functions and activities related to the administration and operations at the school; serve as administrative support to the principal and coordinate communications between students, parents, staff and visitors; train, assign and coordinate the work of assigned school personnel.

DISTINGUISHING CHARACTERISTICS:

The School Administrative Assistant II classification provides primary support to an elementary, middle or alternative school principal. Incumbents require thorough knowledge of school operations, policies and procedures and serve as the school office lead.

The School Administrative Assistant III classification provides primary and complex administrative support to the high school or adult school principal. Incumbents require thorough knowledge of school operations, policies and procedures, and serve in a lead capacity, providing training and guidance to other clerical staff in the office.

The School Administrative Assistant I classification supports a certificated administrator at a school and may serve as an office lead.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Plan, organize and coordinate a wide variety of administrative and other office functions and activities related to the administration and operations at the school; assist in assuring smooth and efficient office operations; coordinate and organize office communications and information.
- Greet and assist students, parents, staff, and visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; provide general information concerning school operations and activities and related rules, policies and procedures
- Assist the Human Resources Department with facilitating site substitute coverage using the automated substitute employee management system; greet and assist substitute employees by providing keys, materials and pertinent information

- Train, assign and coordinate the work of assigned school personnel; prepare absentee forms as directed; review work for accuracy, completeness and compliance with established guidelines and procedures
- Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar for the school and the principal; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed
- Participate in scheduling and coordinating various special events and other activities as assigned by the position
- Prepare personnel requisitions for position or staffing changes using the District systems and based on information provided by the budget manager; submit personnel requisitions to the budget manager for approval and route to appropriate department for approval and/or processing;
- Collect and code timesheets according to information provided by the budget manager and submit timesheets to the budget manager for approval; route timesheets to appropriate department for approval and/or processing according to established timelines and procedures
- Monitor accuracy of student enrollment; add/drop/transfer students as needed; assign teachers and students to classes/sections;
- Clear student absences and correct student attendance based on telephone logs, emails and parental notes; prepare student attendance letters and generate student attendance reports
- Administer first aid according to established procedures as needed; log medications provided to the students; generate, update and distribute the health alert list to staff for students with food allergies and medical conditions
- Perform other activities in support of the assigned office including registering/transferring students, receiving and processing money for fees, maintaining sign in/sign out sheets, and assisting with students sent to the office for health, discipline or other matters; participate in coordinating events such as graduation/promotion, picture days, mandated health screenings
- Compose correspondence; keyboard, format and process a variety of records and documents related to assigned activities such as letters, lists, memoranda, bulletins, reports, requisitions, flyers, posters, forms, packets or other materials from detailed or rough copy; prepare contracts using fillable form and based on information provided by budget manager; proofread completed assignments
- Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists, spreadsheets and reports as requested; assure accuracy of input and output data
- Compile information and prepare and maintain a variety of records and reports related to school programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; coordinate printing and distribution of report cards as assigned by the position; process and review various forms and applications as needed
- Receive, open, sort, screen and distribute incoming mail; receive and respond to e-mails; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs

- Operate a variety of office equipment including a calculator, copier, laminator, fax machine, computer and assigned software; operate a two-way radio as assigned.
- Communicate with staff and outside agencies to exchange information and resolve issues or concerns.

Monitor inventory levels of office and school supplies; order, receive and assure adequate inventory levels of office and school supplies; prepare purchase requisitions for supplies and services using District systems and based on information provided by the budget manager; submit purchase requisitions to the budget manager for approval; submit purchase requisitions to the appropriate department for approval and/or processing

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment

Policies and objectives of assigned programs and activities

Attendance policies, guidelines and procedures

Record-keeping and report preparation techniques

Telephone techniques and etiquette

Correct English usage, grammar, spelling, punctuation and vocabulary

Business letter and report writing, editing and proofreading

Computer and assigned software

Methods of collecting and organizing data and information

Oral and written communication skills

Interpersonal skills using tact, patience and professionalism

Basic math

Basic first aid and CPR techniques

ABILITY TO:

Plan, organize and coordinate a wide variety of administrative and other office functions and activities related to the administration of diverse programs and operations

Answer telephones and greet the public professionally

Assist in assuring smooth and efficient office operations

Interpret, apply and explain applicable laws, codes, rules and regulations

Maintain records and prepare reports

Keyboard or input data at an acceptable rate of speed

Operate a variety of office equipment including a computer and assigned software applications and systems

Understand and follow oral and written directions

Establish and maintain cooperative and effective working relationships with others

Communicate effectively both orally and in writing

Compose correspondence and written materials independently or from oral instructions

Complete work with many interruptions

Meet schedules and timelines

Receive, sort and distribute mail

Add, subtract, multiply and divide quickly and accurately

Administer basic First aid and CPR as needed

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in business, secretarial science or related field and five years of increasingly responsible secretarial and clerical school office experience involving public contact

LICENSES AND OTHER REQUIREMENTS:

Valid First Aid and CPR certification issued by an authorized agency preferred

Some incumbents in this classification may be required to speak, read and write in a designated second language

WORKING CONDITIONS:

ENVIRONMENT:

Office environment

Constant interruptions

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard

Hearing and speaking to exchange information in person and on the telephone

Sitting or standing for extended periods of time

Seeing to read a variety of materials

Bending at the waist or kneeling to file or retrieve materials

HAZARDS:

Contact with dissatisfied or abusive individuals

Exposure to blood-borne pathogens and infectious diseases

Exposure to illness and contagious conditions (e.g., lice, chicken pox, flu)