



SCHOOL ADMINISTRATIVE ASSOCIATE II

GENERAL RESPONSIBILITIES

The position is responsible for serving as clerical support to a high school principal.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Serve as primary clerical support to the Principal and staff; serve as school receptionist and telephone operator; prepare and maintain files and records; assist students and teachers.
- Assist staff by getting students when they are needed.
- Issue visitor passes to all who enter school.
- Reconcile bank statements; issue purchase requisitions and purchase orders.
- Prepare and submit teacher absentee reports.
- Sort and distribute school mail.
- Prepare files and records for entering and withdrawing students.
- Write absentee and tardy slips; issue passes.
- Handle a variety of routine technical and administrative assignments.
- Compose and type letters and memoranda in conformance with school policies or from brief instructions.
- Set up and maintain office procedures and filing systems.
- Meet and screen visitors; answer telephone and process mail.
- Serve as property clerk and maintain inventory records.
- Assist with scheduling substitutes; maintain attendance, personnel and payroll records.
- Type letters and memos, reports, bulletins, agendas, invoices, schedules, manuals, student files and records.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of standard office practices, procedures and equipment; thorough knowledge of school system routine and procedures; general knowledge of business English, spelling and arithmetic; ability to establish and maintain effective working relationships with associates; ability to work under pressure; ability to organize and perform work independently; ability to type, take and transcribe dictation accurately at a reasonable rate of speed; ability to prepare and maintain computerized records and systems; ability to meet the public effectively; ability to plan and supervise the work of others.

EDUCATION AND EXPERIENCE

High School Diploma supplemented by various courses in business, typing, data processing and bookkeeping and considerable experience in clerical work, preferably in a school setting. A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Significant standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.
Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

None.

FLSA status: Non-exempt	Description: Rev. 6/00
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