

**PATHWAYS TO COLLEGE K-8
JOB DESCRIPTION**

TITLE:	Administrative Assistant, Administrative Services
CATEGORY:	Classified Non-Exempt
REPORT TO (BY TITLE):	Executive Director/Principal
SALARY RANGE:	13
SALARY SCHEDULE:	Classified Contract
WORK YEAR:	12 Months

POSITION DESCRIPTION

Under the general direction of the Executive Director/Principal, the Administrative Assistant provides clerical support to the Administration Office and/or other assigned administrative personnel; and performs specific, routine duties in support of the school's business operations.

DUTIES AND RESPONSIBILITIES (ESSENTIAL JOB FUNCTIONS)

Duties may include, but are not limited to the following:

- Performs a variety of clerical work to include answering phones, filing, record keeping, duplicating, data entry, and word processing.
- Maintains, compiles, and retrieves a variety of business records.
- Performs accounts receivable and payable using appropriate systems; ensures vendors are issued checks (e.g. consultants, employee reimbursements, and others).
- Researches prices and places orders for computer equipment, curriculum, and other educational materials.
- Orders administrative office supplies as needed, including printer ink cartridges and toners.
- Prepares cash for bank deposits and delivers to bank.
- Delivers and collects mail to and from post office and district office, distributes mail.
- Maintains postage meter for the purpose of ensuring proper usage and availability.
- Applies and processes state and federal reimbursements for Free and Reduced Meal Programs (i.e. breakfast, lunch, supper, snack).
- Ensures compliance with CNIPS rules and regulations.
- Verifies Free and Reduced Lunch applications, records school lunch payments.
- Compares and checks various records, forms, and other documents for accuracy and completeness, e.g. auditing attendance and school lunch program records.
- Attends selected professional meetings and workshops for the purpose of ensuring compliance with education codes, and state and federal regulations.

- Assists other personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Performs other related duties as assigned.

MINIMUM QUALIFICATIONS

Education and/or Experience:

- Education equivalent to the completion of a High School Diploma or G.E.D.
- Ability to speak and write Standard English appropriate in a public-school setting.
- Excellent communication skills (Written and Verbal).
- Minimum of two (2) years or more of responsible clerical duties.

Background Checks/Testing:

- Must pass a Live Scan (criminal background check via fingerprinting)
- Provide a clear TB test

Knowledge of:

- Filing systems, telephone techniques, letter and report writing
- Computer applications including word processing, database, and spreadsheets
- Math and English including vocabulary, correct grammatical usage, punctuation, and spelling

Ability to:

- Provide excellent customer service
- Manage and prioritize multiple tasks
- Use English in both written and verbal form
- Make accurate mathematical calculations rapidly and accurately
- Communicate effectively with a wide variety of audiences both orally and in writing
- Compose and edit correspondence
- Maintain accurate records
- Maintain confidentiality of information
- Establish good working relationships
- Use sound judgment and discretion in a wide variety of situations
- Use keyboard quickly and accurately
- Input, retrieve data and information, utilizing Microsoft Excel, and Word and Power Point and other data bases.
- Understand, interpret, communicate, and apply school rules, regulations, procedures and policies
- Work effectively, efficiently and cooperatively in a busy modern office environment
- Adhere to safety practices
- Be attentive to detail; meet deadlines and schedules; and work under time constraints.

Working Environment:

The job functions are generally performed in an indoor environment requiring the following significant physical abilities: reaching, handling, feeling; sensory speaking, hearing and visual.