

Jordan School District  
**CLASSIFIED JOB DESCRIPTION**

Job Title: <b>School Administrative Assistant-MS (N15)</b>	Job Family: 10
Department: Middle Schools	Lane Placement: 8
Supervisor's Title: School Principal	Contract: 242 Days
FLSA Classification: <u>Non-exempt</u>	Hours per day: 8 Hours/Day
Department Approval: _____	Date: _____
ADA Review: <u>Janeli Masten</u>	Date: <u>6.24.13</u>
Human Resources Approval: <u>Barbara</u>	Date: <u>6-13-13</u>
Superintendent Approval: <u>Johnson</u>	Date: <u>6/24/13</u>
Original date: <u>07/85</u> Revised: <u>05/93</u> Revised: <u>02/96</u> Revised: <u>07/13</u>	

**GENERAL FUNCTION**

Under the supervision of the Principal, the **School Administrative Assistant-MS** may plan, direct, organize and assign the work time of part-time clerical support personnel and student helpers. Act as the financial clerk for the school (e.g. track school accounts, accounts payable/receivable, prepare money for deposits, manage invoices, pay bills, etc). Complete payroll processing, ordering supplies, employee attendance tracking, money receipting, etc. Provide administrative support to the principal and other administrators.

The incumbent is responsible to follow all policies and guidelines as detailed by District policy.

**ESSENTIAL FUNCTIONS**

- May plan, organize and assign the work to part-time clerical support personnel and student helpers. Ensure that visitors, students, patrons and district employees are treated in a positive and friendly manner.
- May provide input into hiring, evaluation, promotion, discipline, separation and transfers of part-time office staff.
- Provide administrative support to the principal and other administrators.
- Act as school financial clerk by completing the following:
  - Perform all financial transactions for the school including accounts payable/receivable, purchase orders and money deposits. Track, monitor and update multiple budgets.
  - Perform bank reconciliation functions and audit school finances for accuracy and completeness. Maintain school check book, savings and/or other accounts. Post and balance accounts, school dues, activity fees and fines.
  - Compilation and submission of payroll. Ensure correct employee attendance is entered into database and reconciled with the correct substitute and budget codes. Oversee accurate accounting of absences, substitutes and pay for extra activities.
  - Oversee money receipting.
- Act as school office manager by overseeing the following:
  - Supply and school material ordering. Maintain and file purchase orders.
  - Arrange for service and repair of school office equipment.
  - Organize, schedule and prepare materials for school registration.
  - Student immunizations.
  - Complete vandalism/burglary reports.

- Fixed asset tracking processes.
- Responsible to type and file correspondence, set up appointments and may take minutes at meetings.
- Answer telephones, greet visitors and answer questions from parents, students, teachers, staff, vendors, District and other officials, and the public while maintaining a pleasant and positive office environment.
- Prepare and submit required information to the District Office.
- Maintain confidentiality of student or district information by following district policies regarding confidential information.
- Provide training as needed to office assistants on district computer applications and office procedures.
- Perform new and existing employee personnel processes.
- Schedule parent conferences and other school events.
- This position requires punctual and regular daily attendance.

### **NON-ESSENTIAL FUNCTIONS**

- Other duties as assigned.
- Serve as backup in the office for office staff as needed.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an incumbent assigned to this position.
- Incumbent is required to perform other related functions as assigned. Other related functions can be performed for no more than 20% of an employee's normal workweek (i.e. eight (8) hours per week, or thirty-two (32) hours per month).

### **QUALIFICATION REQUIREMENTS**

- Incumbent must be fingerprinted and clear a criminal background check.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the education, knowledge and experience requirements; the machine, tools and equipment used; and any licenses or certifications required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position.

#### **Minimum Job Qualifications:**

- Requires High School diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be required.
- Requires an Associate's Degree in business or related field PLUS 4 year(s) experience in an office environment, preferably in a school or district setting, with demonstrated competency in computer/software use, typing, routine financial analysis and accounts payable/receivable or any equivalent combination of education and experience.
- Requires strong computer technology skills, including Microsoft Office products. District computer system experience highly preferred.
- Requires effective problem solving, organizational, multi-tasking, and time management skills. Requires attention to detail and accuracy of work.
- Requires references demonstrating personal integrity and dependability.
- Must demonstrate competence in reading, writing and basic math.
- Requires successful data entry ability.
- Requires excellent communication and interpersonal skills.
- Supervisory experience preferred.
- Ability to problem solve and initiate activities within broad policy and procedural guidelines.

**NOTE:** The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

**Machines, Tools & Equipment Used:**

- Standard office equipment and machines used in teacher work room.

**Physical Requirements – Not limited to the following:**

- While performing the duties of this job, the assistant is regularly required to speak and/or hear. The assistant is frequently required to sit; occasionally required to stand; walk; reach with hands and arms and stoop, kneel, or crouch. The assistant is occasionally required to use hands to handle or feel.
- The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision and peripheral vision.

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Possess the physical, mental and emotional stability to work under stressful condition, including but not limited to: deadlines, contract requirements, inspection requirements and interaction with critical personnel.

**NOTE:** *This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.*