

NENANA CITY SCHOOL DISTRICT

P.O. Box 10
Nenana, AK 99760
<http://nenanasd.org>

Telephone (907) 832-5464
Fax (907) 832-5626

ADMINISTRATIVE ASSISTANT II

REPORTS TO: School or District Administrator
DATE of DESCRIPTION: September 7, 2006
JOB CLASSIFICATION: Grade I
SKILL CLASSIFICATION: Clerical Services

NATURE AND SCOPE OF JOB: To effectively and efficiently provide support to a school and district office under the direction of an administrator. To provide general office support including but not limited to preparing correspondence, copying, filing, greeting patrons and meeting their needs. Present a professional, competent, and friendly image. This position provides support for a school office. The position is paired with the Human Resource functions of the District and support of the Board of Directors and support of the main school office.

ESSENTIAL FUNCTIONS:

1. Demonstrate consistent punctuality and regular attendance.
2. Demonstrate appropriate safety precautions.
3. Adhere to local, state, federal and other regulatory agencies, standards, codes and laws.
4. Adhere to established district policies and procedures.
5. Attend department staff meetings as required.
6. Work cooperatively with other district employees, the general public, and students.
7. Demonstrate accuracy and thoroughness; monitor own work to ensure quality.
8. Maintain an inviting office that is professional in appearance and function.
9. Present a personal professional appearance.
10. Establish, organize and maintain an appropriate filing system.
11. Maintain office equipment
12. Make travel arrangements as needed.
13. Enter and maintain critical student data using the student data management system
14. Maintain district staff personnel data including employment records. Inservice records (required and optional) and salary placement records
15. Establish, organize and maintain District Food Service accounting system and provide required reports to receiving agencies.
16. Maintain the District Policy Manual
17. Serve as "Secretary to the Board of Directors"
18. Prepare and maintain records as appropriate to the office or grant function.
19. Respond to incoming telephone calls and office visitors.
20. Respond to and/or process e-mail and USPS correspondence.
21. Typing and production functions
22. General correspondence
23. Preparation, production, copying and distribution of materials
24. Preparation of purchase orders for staff, including ordering of supplies for each school year
25. Maintain accurate accounting records
26. Prepare necessary forms
27. Prepare, copy and produce the staff handbook, student handbook, curriculum handbook, newsletter or similar materials
28. Take notes and prepare minutes of meetings, discussions, etc. as needed
29. Prepare other materials as requested
30. Organize and maintain office calendar (weekly, monthly, quarterly)
31. Organize, order and maintain necessary office supplies
32. Collect and organize timesheets or employee and substitute employee payment/reimbursement forms for signature as needed
33. Contact parents, staff, other agencies or individuals as needed
34. Maintain confidentiality of District, staff, and student information

ADMINISTRATIVE ASSISTANT II

(Continued)

35. Prepare and maintain federal and state records and reports
36. Demonstrate initiative and creativity.
37. Perform other office and district support tasks as assigned by the Director, Principal or Superintendent.

POSITION QUALIFICATIONS:

Knowledge, Skills and Mental Abilities

1. Demonstrate aptitude or competence for assigned responsibilities
2. Demonstrated positive speech skills (enunciation and clarity)
3. Ability to think clearly and calculate accurately
4. Ability to work with people of various personality types (flexibility)
5. Possess and demonstrate sound emotional judgement
6. Effective organizational skills.
7. Ability to follow and successfully complete written and oral directions
8. Ability to observe or monitor objects and people's behavior to determine compliance with prescribed operating or safety standards.
9. Demonstrated accuracy in spelling, grammar, and letter writing skills
10. Demonstrated initiative and exceptional public relations/interpersonal relations skills
11. Demonstrated "Intermediate or Expert" computer skills, specifically in Word Processing, Use of Spreadsheets, Creation and use of Data Bases, Desktop Publishing
12. Demonstrated ability to think clearly and calculate accurately
13. Exceptional organizational skills
14. Exceptional telephone skills
15. Ability to work with people of various personality types (Flexibility)
16. Possess and demonstrate sound emotional judgment
17. Ability to follow and successfully complete written and oral directions

PHYSICAL DEMANDS:

1. Finger strength required to type effectively on a computer keyboard, manipulate kitchen tools or utensils, grasp pots, pans, trays when laden with food
2. Lower body strength to kneel, stand, and walk throughout the workday.
3. Remain in a standing position for extended periods of time.
4. Upper body strength to correctly lift up to 30 pounds and carry more than 25 feet.
5. Verbal stamina to articulate clearly and with appropriate volume throughout the workday.
6. Auditory discrimination sufficient to receive detailed information through normal speech at 5 feet and warning cries or alarms normal speech levels.

ENVIRONMENTAL DEMANDS:

1. Occasional exposure to cold outside temperatures
2. Occasional exposure to office related cleaning chemicals, glues, paints, etc.

EQUIPMENT USED:

1. Computer
2. LCD projector
3. Telephone
4. SmartBoard
5. Labeler
6. Copier
7. Paper Cutter
8. Audio/Visual Equipment (DVD player, television, VCR, etc.)
9. FAX Machine
10. Other standard office equipment as may be acquired by the District

EDUCATION, LICENSE, CERTIFICATION OR FORMAL TRAINING:

1. .An "office professional or office support" AA degree or equivalent in training or experience
2. Minimum of three years public school office support or related experience preferred.
3. Pass State of Alaska background check at own expense (fingerprint check)
4. Valid First Aid and card preferred.

-EMPLOYEES ARE HELD ACCOUNTABLE FOR ALL FUNCTIONS OF THIS POSITION-