

CHANDLER UNIFIED SCHOOL DISTRICT NO. 80

JOB DESCRIPTION

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT I (SCHOOL SITE)
CALENDAR: [ADMINISTRATIVE ASSISTANT FULLTIME ELEMENTARY](#)
[ADMINISTRATIVE ASSISTANT I FULLTIME SECONDARY](#)
SALARY: [GRADE 13](#)

Job Goal

Assisting the Principal or Assistant Principal by assuming responsibility for the overall operation of the school office, and to maintain good public relations with students, parents, staff and the general public

Minimum Qualifications:

- High school diploma or equivalent with emphasis on appropriate business courses
- Three or more years progressively responsible experience, preferably in a school setting
- Ability to type accurately at an acceptable rate of speed and to take dictation if required
- Ability to operate standard business machines, including computer terminal with word processing
- Ability to work cooperatively with parents, students, staff and the general public
- Ability to manage multiple tasks
- Knowledge of and adheres to all policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Perform a variety of secretarial and clerical duties, including filing, typing, and transcribing correspondence, bulletins, memoranda, notices, reports, and written materials
- Receive visitors, answer and screen telephone calls and provide information as appropriate, explaining general school policies and procedures
- Schedule appointments and maintain calendar; schedule meetings and activities for the school and outside groups
- Handle a variety of correspondence, reports and other materials; maintain confidentiality of information
- Coordinate and organize the daily operations of the front office
- Communicate and work with parents, students and staff with problems not requiring administrator attention
- Maintain financial, statistical and/or other records and registers
- Collect and account for money from multiple sources and maintain appropriate records
- Order, maintain, disburse and inventory supplies and equipment
- Assist staff as requested with secretarial and clerical services
- Handle incoming and outgoing mail for principal
- May maintain permanent student record files and other files as appropriate
- Input and update information into computer
- May prepare a variety of reports relating to attendance, accidents, entries and withdrawals as required by administration and State Department of Education
- May coordinate Master Calendar or Master Schedule
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accept direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner

Physical Requirements – Office

Positions in this classification typically require: stooping, kneeling, crouching, standing, walking, sitting, finger or manual dexterity, repetitive finger motion, speaking, hearing, seeing (with correction), focusing ability, or other factors applicable for the job. Employees may be subject to travel, odors, dusts, poor ventilation, workspace restrictions, and loud noises. Employees may be required to lift or exert up to 20 pounds of force to move objects occasionally, and up to 10 pounds of force to move objects frequently. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.