

GRIZZLY CHALLENGE CHARTER SCHOOL CLASSIFIED JOB DESCRIPTION

CLASS TITLE: Administrative Assistant

BASIC FUNCTION:

Under the direction of an assigned supervisor, provide support functions and related services for the Grizzly Challenge Charter School program. Communicate and coordinate activities with partnering agencies, perform clerical and administrative duties to support the administrator and program. Collaborate with office staff to ensure smooth and efficient program operations. Plan, coordinate, organize, and monitor office activities.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Serve as the liaison between the Grizzly Challenge Charter School and the California National Guard regarding scheduling and coordination of daily activities. Consult with administrative staff, attend meetings as school representative, collaborate to align schedules, resolve conflicts. Notify main gate of all visitors and acquire the necessary sites and equipment for the delivery of student services and activities.

Assist in coordination of California National Guard support coverage in classrooms. Coordinate substitute coverage. Monitor automated substitute-calling system and arrange substitute assignments. Greet and orient substitutes to the program, distribute lesson plans, and direct support staff to assist substitute.

Communicate in both written and verbal forms to National Guard Cadre to prioritize classrooms in highest need of classroom support.

Ensure medical and counseling staff are aware of issues involving the physical and emotional needs of students. Communicate information to medical personnel and counseling staff to facilitate the delivery and follow up of medical and mental health support services.

Develop, coordinate, advertise and implement special events including Open House with parents and families, Career Day, and all field trips.

Perform clerical and administrative duties to relieve the Grizzly Principal of administrative and clerical detail. Plan, coordinate and organize program activities and coordinate flow of communications and information to assure smooth and efficient program operations. Monitor related functions to comply with established laws, rules, regulations, policies and procedures.

Compile information and prepare and maintain records, logs and reports related to programs, students, financial activity, budgets, attendance staff, projects and assigned duties. Establish and maintain filing systems. Review, revise, verify, proofread and edit documents.

Serve as clerical assistant to the Grizzly Principal. Perform public relations and communication services. Receive, screen and route telephone calls. Take, retrieve and relay messages. Schedule and arrange appointments, conferences and other events.

Receive visitors, including administrators, staff, parents and the public and provide information or direct to appropriate personnel. Exercise independent judgment in resolving issues. Refer difficult issues to the administrator as needed. Provide technical information and assistance related to Grizzly Challenge Charter School operations and related laws, rules, regulations, policies and procedures.

Input data into computer systems. Establish and maintain automated records and files. Initiate queries, develop spreadsheets, manipulate data, and generate computerized lists and reports. Assure accuracy of input and output data.

Compose, independently or from verbal instructions, note or rough draft, materials such as inter-office communications, forms, letters, memoranda, bulletins, agenda items, labels, fliers, requisitions, handbooks, newsletters, brochures, certificates, contracts and other materials. Format materials to meet program and office needs.

Collect monies and fees and prepare deposits.

Communicate with personnel, governmental agencies, and outside organizations to exchange information, request and provide materials, coordinate activities and resolve issues or concerns regarding the program.

Monitor inventory levels of office supplies. Order, receive and maintain appropriate levels of inventory.

Receive, open, sort and distribute mail. Compose replies from verbal or written direction. Prepare and distribute informational packets and bulk mailings.

Perform special projects and prepare forms and reports on behalf of the Grizzly Principal. Attend to administrative details on special matters.

Research, compile and verify data and information. Compute statistical information for various reports. Assist with the preparation, processing and maintenance of grant information, records and related materials. Distribute, collect, and process forms and applications related to assigned functions. Duplicate and distribute materials.

Coordinate, schedule and attend meetings. Prepare and send out notices of meetings. Compile and prepare agenda items and other required information for meetings, workshops and other events. Set up equipment and supplies for meetings and other events. Take, transcribe and distribute minutes.

Maintain appointment and activity schedules and calendars. Coordinate travel arrangements and hotel reservations. Process reimbursement claims, reserve facilities and equipment for meetings and other events.

OTHER DUTIES:

Perform related duties as assigned within the scope and skillset of the classification.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

General terminology, practices and procedures of assigned office.

Record-keeping and filing techniques.

Telephone techniques and etiquette.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Operation of a computer and assigned software.

Mathematic calculations.

Business letter and report writing, editing and proofreading.

Methods, procedures and terminology used in clerical accounting work.

Data control procedures and data entry operations.
Record retrieval and storage systems.
Basic public relations techniques.
Methods of collecting and organizing data and information.
Department or program organization, operations, policies and objectives.
Applicable laws, codes, regulations and policies.

ABILITY TO:

Perform a variety of clerical and administrative duties to relieve the administrator of administrative and clerical detail.
Answer telephones and greet the public courteously.
Maintain records, logs and files.
Type or input data at 45 words per minute from clear copy.
Operate office equipment including a computer and assigned software.
Understand and follow oral and written directions.
Establish and maintain cooperative and effective working relationships with others.
Communicate effectively both verbally and in writing.
Complete work with many interruptions.
Meet schedules and timelines.
Perform mathematic calculations with speed and accuracy.
Demonstrate interpersonal skills using tact, patience and courtesy.
Assure smooth and efficient program operations.
Utilize a computer to input data, maintain automated records and generate computerized reports.
Work independently with little direction.
Learn, interpret, apply and explain laws, codes, rules, regulations, policies and procedures.
Understand and resolve issues, complaints or problems.
Work confidentially with discretion.
Maintain regular and reliable attendance.

EDUCATION AND EXPERIENCE:

Graduation from high school and four years of clerical or secretarial experience involving frequent public contact and coordination duties.

LICENSES AND OTHER REQUIREMENT:

Valid California Driver's License.

WORKING CONDITIONS:

ENVIRONMENT:

Office or school environment.
Constant interruptions.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information in person or on the telephone.
Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials.
Sitting or standing for extended periods of time.
Physical agility to lift 15 pounds to shoulder height.
Lifting, carrying, pushing or pulling light objects.

HAZARDS:

Contact with dissatisfied or abusive individuals.