

SOUTH SIOUX CITY COMMUNITY SCHOOLS

ADMINISTRATIVE ASSISTANT

Reports to:	Assistant Superintendent/Superintendent
Classification:	Classified
FLSA Status:	Exempt
Terms of Employment:	Days according to school calendar as approved by board policy
Evaluation:	Performance in this position will be evaluated regularly by the supervisor and in accordance with Board Policy
Compensation:	Reviewed and established annually by the Board of Education

REQUIRED EMPLOYEE CHARACTERISTICS

- Job requires being pleasant with others on the job and displaying a good-natured, cooperative attitude.
- Job requires being careful about detail and thorough in completing work tasks.
- Job requires being reliable, responsible, and dependable, and fulfilling obligations.
- Job requires being honest and ethical.
- Job requires being sensitive to others' needs and feelings and being understanding and helpful on the job.
- Job requires maintaining composure, keeping emotions in check, controlling anger, and avoiding aggressive behavior, even in very difficult situations.
- Job requires accepting criticism and dealing calmly and effectively with high stress situations.
- Job requires being open to change (positive or negative) and to considerable variety in the workplace.
- Job requires developing one's own ways of doing things, guiding oneself with little or no supervision, and depending on oneself to get things done.
- Job requires a willingness to take on responsibilities and challenges.

PERFORMANCE RESPONSIBILITIES

- Manage and maintain administrator's schedules.
- Prepare invoices, reports, memos, letters, financial statements and other documents using word processing, spreadsheet, database, or presentation software.
- Open, sort, and distribute incoming correspondence, including faxes and email.
- File and retrieve school documents, records, and reports.
- Greet visitors and determine whether they should be given access to specific individuals.
- Prepare responses to correspondence containing routine inquiries.
- Perform general office duties such as ordering supplies, maintaining records management systems, and performing basic bookkeeping work.
- Prepare agendas and make arrangements for committee, board, and other meetings.
- Make travel arrangements for administrators.
- Compile, transcribe, and distribute minutes of meetings.
- Attend meetings to record minutes.
- Maintain confidentiality of information concerning staff, students, and parents in accordance with law and District rules.
- Develop and maintain a positive, professional rapport with students and parents and co-workers.
- Adhere to the code of ethics of the District for non-certified staff. The Administrative Assistant must serve as a positive role model for staff and students.
- Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

- Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.
- Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.
- Knowledge of business management principles involved in strategic planning, resource allocation, human resources modeling, leadership technique, production methods, and coordination of people and resources.
- Performing day-to-day administrative tasks such as maintaining information file and processing paperwork. This includes: developing records management system, filing or retrieving documents and related materials, maintaining records, reports, and files, and preparing reports for administration.
- Using computers and computer systems (including hardware and software) to program, write software, set up functions, enter data, or process information. This includes: using computers, to enter, access or retrieve data and using word processing or desktop publishing software.
- Providing information to supervisors, co-workers, and subordinates by telephone, in written form, email, or in person.
- Developing constructive and cooperative working relationships with others, and maintaining them over time.
- Developing specific goals and plans to prioritize, organize, and accomplish work. This includes planning meetings or conferences and use of time management techniques.
- Communicating with people outside the organization, representing the organization to customers, the public, government, and other external sources. This information can be exchanged in person, in writing, or by telephone or email. This includes writing school correspondence.
- Entering, transcribing, recording, storing, or maintaining information in written or electronic form.
- Scheduling events, programs, and activities as well as the work of others. This includes: arranging teleconference calls, scheduling meetings or appointments, and scheduling or contracting meeting facilities.
- Keeping up-to-date technically and applying new knowledge to your job. This includes using oral and written communication techniques.
- Compiling, coding, categorizing, calculating, tabulating, auditing, or verifying information or data. This includes compiling numerical or statistical data.
- Analyzing information and evaluating results to choose the best solution and solve problems. Resolve problems in educational settings. This includes: selecting software for clerical activities.
- Performing for people or dealing directly with the public. This includes answering staff, student, parent or public inquiries.
- Encouraging and building mutual trust, respect, and cooperation among team members.
- Handling complaints, settling disputes, and resolving grievances and conflicts, or otherwise negotiating with others.
- Assist in budget planning and expenditure control procedures pertaining to the Superintendent's office.
- Perform other tasks or duties as assigned by the Assistant Superintendent or Superintendent.

REQUIRED SKILLS AND ABILITIES

- Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.
- Talking to others to convey information effectively. The ability to speak clearly so others can understand you.
- Communicating effectively in writing as appropriate for the needs of the audience. The ability to communicate information and ideas in writing so others will understand.
- Managing one's own time and the time of others.
- Being aware of other's reactions and understanding why they react as they do.

- Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.
- The ability to apply general rules to specific problems to produce answers that make sense. Inductive: The ability to combine pieces of information to form general rules or conclusions. (Includes finding a relationship among seemingly unrelated events).
- Actively looking for ways to help people.
- The ability to shift back and forth between two or more activities or sources of information.

WORKING CONDITIONS

- Inside offices.
- Work of a repetitive nature.

EDUCATION AND/OR EXPERIENCE

Any combination of experience and training that would likely provide the required knowledge and skill is qualifying. A typical way to obtain the required knowledge and skill would be:

- Five years of highly responsible executive secretarial or administrative aide experience
- Equivalent to the completion of an Associate of Arts or higher degree in public administration, organizational management, or public relations.

ESSENTIAL FUNCTIONS:

The essential functions of the Administrative Assistant position include: (1) regular, dependable attendance on the job; (2) the ability to perform the identified tasks and to possess and utilize the identified knowledge, skills, and abilities to perform the identified work activities; and, (3) the ability to perform the following identified physical requirements:

NE = Non-Essential Physical Requirements Administrative Assistant		Item is not a requirement of the job NE	Occasional – up to 33% of time NE	Occasional/Essential – up to 33% of time, absolutely essential to the job E	Frequent – between 34% - 66% E	Continuous – over 66% of time E
Stamina						
1.	Sitting				X	
2.	Walking				X	
3.	Standing		X			
4.	Sprinting/Running	X				
Flexibility						
5.	Bending or twisting at the neck more than the average person			X		
6.	Bending or twisting at the trunk more than the average person		X			
7.	Squatting/Stooping/Kneeling		X			
8.	Reaching above the head		X			
9.	Reaching forward			X		
10.	Repeating the same hand, arm or finger motion many times (For example: typing, data entry, etc.)				X	
Activities						
11.	Climbing (on ladders, into large trucks/vehicles, etc.)		X			
12.	Hand/grip strength		X			
13.	Driving on the job		X			
14.	Typing non-stop				X	
Use of Arms and Hands						
15.	Manual dexterity (using a wrench or screwing a lid on a jar)		X			
16.	Finger dexterity (typing or putting a nut on a bolt)				X	
Lifting Requirements						
17.	Lifting up to 10 pounds (Mark all that apply)					

	Floor to waist			X		
	Waist to shoulder			X		
	Shoulder to overhead		X			
18.	Lifting 11 to 25 pounds (Mark all that apply)					
	Floor to waist			X		
	Waist to shoulder		X			
	Shoulder to overhead	X				
19.	Lifting 26 to 50 pounds (Mark all that apply)					
	Floor to waist		X			
	Waist to shoulder		X			
	Shoulder to overhead	X				
20.	Lifting 51 to 75 pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
21.	Lifting 76 plus pounds (Mark all that apply)					
	Floor to waist	X				
	Waist to shoulder	X				
	Shoulder to overhead	X				
22.	Can load/items weighing over 50 pounds that are lifted or carried be shared, or reduced into smaller loads?	X				
Pushing/Pulling						
23.	25 to 50 pounds			X		
24.	51 to 75 pounds		X			
25.	76 to 90 pounds	X				
26.	Over 90 pounds	X				
Carrying						
27.	10 to 25 pounds		X			
28.	26 to 50 pounds		X			
29.	51 to 75 pounds	X				
30.	76 to 90 pounds	X				
31.	Over 90 pounds	X				