

Administrative Assistant

Purpose Statement:

This position is responsible for providing a wide variety of confidential administrative assistance and support to the administrator and the departmental team. This position acts as a liaison between the Administrators, teachers, vendors, parents, the public and the School Board; responds to concerns; generates reports; composes correspondence; prepares brochures and informational materials, and plans, organizes and participates in activities and events; maintains district website entry, maintains files, and manages multiple budgets and grants. This position processes accounts payable; payroll; employee expense reimbursements; maintains department files (computer & paper); prepares Board resolutions; orders and issues warrants; prepares monthly reports; prepares reports and submits information to the state reporting requirements; works with multiple clients including but not limited to: departments, contractors, vendors, banks, and the state. This position assists with staffing, personnel issues, teacher professional development plans and Management Team. This position deals with confidential and sensitive issues from parents, district administrators, staff, and outside organizations.

Essential Functions include:

- **Answers** the telephone; provides information or routes caller to appropriate staff member; takes messages. Greets office visitors tactfully; provides assistance and information; promotes effective public relations with parents and public.
- **Compiles** and inputs data into various spreadsheets and financial software from a variety of sources for the purpose of tracking information and generating accurate reports to analyze the current information.
- **Composes** documents, written reports, presentations (e.g. correspondence, memos, calendars, evaluations, PowerPoint presentations, brochures, curriculum guides related to assessment, data spreadsheets, etc.) for the purpose of conveying information regarding school and/or district activities and procedures to District leadership, School Board, administrators, staff, and the public.
- **Provides** administrative support to the administrator/department in management of incoming information for the purposes of promoting excellence throughout the department
- **Responds** to concerned students, parents and other patrons and assists in resolving problems and issues in accordance with District policies, regulations, and procedures
- **Types** correspondence, bulletins, newsletters, lists and forms; provides clerical assistance to teachers and other staff members.

Other Job Functions may include:

- **Accepts** statements of intent to pay prevailing wages, certificates of insurance, performance and payment bonds, retainage documentation, and affidavits of wages paid
- **Acts** as a liaison between District Accounting department, District Staff, contractors, and vendors to resolve billing problems and ensure speedy processing of payments
- **Appraises** and organizes archival materials for permanent retention.
- **Arranges** for coverage during peak work periods or absences; coordinates secretarial support for projects for the purpose of ensuring adequate staffing coverage at required times.
- **Assesses** the ability of individuals to become CTE certified and/or initiate and finalize paperwork for certification; acts as department contact for CTE certification questions from personnel, the community, and the state.

- **Assists** the Director in management of staffing by reporting certification issues, student FTE and completing required personnel forms concerning hiring or termination; communicate with personnel and budget director to resolve FTE allocation/staffing issues
- **Assists** in the oversight of the Risk Management for the district for the purpose of direct communication with parents/district staff/attorneys and the Risk Management Pool
- **Assists** with Public Records Requests (PRR); redacts information
- **Assists** with the monitoring of assigned program budgets, grants, and components for the purpose of coordinating purchase orders and invoices for departmental needs and services, ensuring compliance with established financial, legal, and/or administrative requirements.
- **Assists** other personnel as may be required for the purpose of supporting them in the completion of their work activities
- **Assists** the Administrator and accounting with tracking impact fees, bond interest earnings, mitigation and Capital fund revenues and expenditures.
- **Attends** meetings and workshops (e.g. OSPI, Management Team, staff, advisory council, IT related, etc...) for the purpose of disseminating, communicating and/or gathering information and taking minutes.
- **Backs up** district reception desk for the purpose of providing coverage for breaks and lunches
- **Communicates** information to district staff, parents, community organizations and community members on District curriculum, activities, district policies, regulations, procedures, programs, and guidelines data assessment, and assigned areas of focus
- **Communicates** with vendors regarding pricing, to resolve problems and the status of orders; send out bids or works with purchasing department when a formal bid is required.
- **Compiles** and distributes training and testing materials
- **Conducts** all direct coordination with Exchange Student agencies
- **Coordinates** professional development activities such as set up, refreshments, agendas, etc.
- **Creates** and maintains filing system
- **Coordinates** the dual credit teacher verification forms to verify the correct information is submitted and ensure they meet the Pierce County Careers Consortium and the South King County Tech Prep Consortium deadlines; create list of dual credit courses and the articulated college course for dissemination to the high schools.
- **Coordinates** the management of the district information kiosks located throughout the Puyallup community.
- **Creates** surveys; designs survey and inputs survey questions; identifies survey target group; compiles survey results and generates reports
- **Develops** and maintains the Department's web-based documents and resources
- **Enters** and verifies all payroll and accounting information and resolves problems for the purpose of complying with state school district accounting requirements.
- **Evaluates** and responds to situations, questions, and concerns, including those of a sensitive or confidential nature, for the purpose of setting priorities, taking action and/or referring to appropriate personnel for resolution
- **Maintains** a variety of manual and electronic documents, files, and records for the purpose of providing up to date reference and audit trail for compliance to governmental regulation and board policy
- **Maintains/assists** in maintaining the database of Trespass, Sex Offenders, and Juvenile Offenders for the district
- **Maintains** daily employee absence log and advises others as appropriate. Communicates daily assignments to substitute staff.
- **Maintains** the department procurement card; responsible for record keeping and reconciliation of these accounts for the purpose of complying with state school district accounting requirements.

- **Maintains** department publications (budget, enrollment, payroll, purchasing and accounting instructions and procedures) for the purpose of ensuring up to date department documents.
- **Manages** budgets and maintains database/files for providing up-to-date references and paperwork for audit trail while ensuring compliance with state and federal financial requirements
- **Manages** department procedure manual and standard forms to ensure appropriate work flow and compliance with requirements.
- **Manages** the calendar and schedules appointments
- **Manages** the inter-district choice program including notifications, applications, creating and maintaining a database to track all requests, reasons for requests and other pertinent student data.
- **Monitors** district enrollment data and assists in the allocation of staff FTE for individual buildings and grade levels.
- **Organizes** and prioritizes workload to maintain high quality of customer service both internally and externally.
- **Plan and oversees** field trips
- **Processes** accounts payable, general fund and ASB public works, and technology; communicates with contractors, vendors, banks, and state agencies to obtain documentation meeting state requirements;
- **Processes** and distribute School Safety information
- **Performs** other related duties as assigned.
- **Prepares** a variety of reports; updates and maintains records.
- **Prepares** travel approvals and checks for travel and licenses for staff for the process of compliance with district and state policies and procedure and for the purpose of maintaining staff coverage.
- **Prepares** board materials; orders and issues warrants.
- **Prepares** and distributes evaluation forms for department
- **Provides** guidance and clarification to office managers regarding District Policies and procedures specifically about various educational programs.
- **Receives** and reconciles monthly district expense reimbursements;
- **Receives**, opens, and distributes incoming mail; prepares items for outgoing mail.
- **Researches** and compiles legal files for current litigation cases. Researches and resolves discrepancies regarding necessary documents and materials.
- **Researches** current federal, state, and local educational trends, historical District information etc. for the purpose of compiling information; inputs data into databases and spreadsheets; and tracking information
- **Researches** information and compiles data for projects; accesses computer database and transfers information onto proper forms; inputs data into databases or spreadsheets for the purpose of tracking information and generating accurate reports
- **Responsible** for all office equipment and maintenance of equipment, purchases all office supplies and is responsible for maintaining a good supply
- **Schedules** appropriate student testing, compiles student data for analysis and communicate test results and placement decisions with parents, teachers, and office staff as directed by the Directors of Instructional Leadership
- **Submits** new program and program change applications to OSPI; update and maintain framework and curriculum files to guarantee compliance with state program regulations.
- **Trains** central office/satellite staff on the building security system; grants and maintains access for all access personnel to the buildings.
- **Works** closely with OSPI in the State match process providing required documentation and retrieving all funds due to the District.

Minimum Qualifications:**Education**

AA degree in business or related field, or documented post high school continuing education desirable. Five years of prior job-related experience with increasing levels of responsibility. Demonstrated skills in school district bookkeeping and accounting (payroll, purchasing requisitioning, and cash handling). Ability to use Microsoft Excel spreadsheets. No allowable substitution. Must pass district's clerical testing, with additional testing upon interview. Experience in school District work, special programs, human resources, and legal areas is preferred.

Knowledge and Skills**Required Knowledge, Skills, Abilities:**

- Verbal articulation of processes and detailed information required
- Articulation of processes and detailed working documents required, using appropriate English and good grammar
- Possesses industry specific skills for the job (e.g. relevant school district experience), related experience and training required, AA or equivalent years of experience
- Position is frequently responsible to stay current on tools and resources used within major scope of position
- Multi-step complex calculations required (e.g. budget/forecasting, averaging)
- Intermediate knowledge of software applications required (e.g. Destiny, BusinessPlus cash receipting and purchase orders, eSchoolPlus, Smartfind Express Facilitator, spreadsheets, formulas)

Responsibility

- Collaborates with others district wide
- Interactions require frequent conflict resolution and the use of creative de-escalation tools so as to deal with confused, frustrated, or irate people, collaborate on outcomes, influence, and persuade customers to maneuver sensitive issues of problematic situations
- Independent decision making is expected, with consultation of supervisor or administrator, positions is able to make independent decisions within a broad range of acceptable procedures and directions
- The majority of the job duties require high confidentiality of privileged information requiring advanced discretion within work group, district and outside the district (e.g. garnishments, harassment complaints, employee leaves/medical information, litigation, risk management)
- Leading and auditing others and/or the work of others district wide or outside the district

Working Conditions

- Position has routine interruptions, must shift priorities to meet customer needs
- Position requires regular physical exertion associated with an office environment

Licenses/Special Requirements:

Criminal Justice fingerprint clearance. Must pass district clerical testing, and additional testing upon interview