

SAN CARLOS SCHOOL DISTRICT

SMART-E ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direct supervision of the SMART-E Program Director, the SMART-E Administrative Assistant supports business operations of this out-of-school learning and care program.

ESSENTIAL DUTIES:

- Acts as a secretary/receptionist for the SMART-E Program, make appointments, schedule meetings, initiate and receive a variety of telephone calls/electronic communications and provide information often making contact with schools, district office, vendors and public
- Assemble administrative data for preparation of enrollment and billing reports and records
- Assume responsibility of all program office functions related to clerical duties
- Operate various office machines and equipment
- Requisition, receive, issue and store supplies and materials and maintain an ongoing inventory of these supplies
- Receive and route incoming mail and process maintenance work request
- Prepare and maintain a variety of communication materials including correspondence and various reports
- Type, duplicate and distribute a wide variety of program related material
- Tracks and schedules substitute staff and also substitutes at program sites as needed
- Prepare letters, memos, and reports as directed, rough draft, independently compose correspondence as required
- Assist the Program Director in distributing and collecting monthly time-sheets and leave of absence forms
- Act as a program purchasing agent by researching, identifying, recommending the most appropriate supplies, equipment, and materials and processing requisitions
- Coordinate emergency supplies for student and staff including coordinating student emergency information
- Builds positive relationships with parents, children and staff
- Provides registration support to parents and staff including issuing discount codes
- Implements registration and database system (currently Active Net)
- Trouble-shoots technical issues and performs actions to resolve problems
- Generates accounts payable invoices and statements and staff reimbursements
- Processes payments for vendors
- Assists in all special events and special projects
- Prepares and administers scholarships program
- Assumes responsibility of snack service

OTHER DUTIES:

- Perform other related duties as assigned
- Distributes materials and information to teachers, students, and other staff members and ensures timely responses
- Follows district policies and procedures
- Operates a variety of office equipment, including a computer, calculator, and copier
- Participates in district in-service training as required

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, punctuation, and math.
- District records, reports and procedures relating to enrollment, attendance, registration, student records, time reporting, personnel, and data processing.
- Numerical, alphabetical and subject matter filing systems.
- Principles of proper letter composition, correspondence, and report writing.
- Safety rules and regulations for this position.
- Knows and understands the Strategic Plan of the District.

ABILITY TO:

- Analyze situations and take appropriate action in a variety of procedural matters without immediate supervision.
- Be a productive and active team member.
- Communicate effectively and tactfully in both oral and written form.
- Establish and maintain effective rapport with students, parents, and community members.
- Establish and maintain effective work relationships with those contacted in the performance of required duties.

- Handle all matters in a tactful, courteous, and confidential manner so as to maintain and/or establish good public relations.
- Learn and interpret specific rules, laws, and policies and apply them with good judgment in a variety of procedural situations.
- Learn new procedures rapidly.
- Maintain a pleasant appearance and demeanor.
- Operate a variety of office equipment such as calculator, copy machine, computer terminal, printer, etc. with speed and accuracy.
- Perform a variety of complex secretarial and technical work using independent judgment requiring accuracy and speed.
- Perform assigned work with frequent interruptions and without continuous supervision.
- Perform mathematical calculations with speed and accuracy.
- Prioritize and coordinate workflow and timeliness for self and others.
- Provide guidance and leadership to program staff.
- Read, understand and explain program policies and materials.
- Type accurately at a rate of 40 words per minute and ability to use a ten-key calculator or keyboard.
- Use computer and related software programs.
- Prioritize and multi-task in an efficient manner.
- Work independently and maintain high standards of workmanship, including maintenance of confidentiality.
- Work successfully with diverse groups of people
- Demonstrate superior customer service skills and problem-solving skills
- Display highly developed organizational and detailed oriented skills
- Learn specialized software such as event registration software, (ActiveNet or similar)
- Demonstrate experience in basic accounting and ledger management
- Exhibit creativity and flexibility
- Work effectively on a team and independently
- Communicate effectively both orally and in writing

EDUCATION AND EXPERIENCE AND OTHER REQUIREMENTS:

- A work history demonstrating reliability and good attendance.
- Education equivalent to the completion of the twelfth (12th) grade, supplemented by courses in office practices and computer programs, Associates Degree preferred.
- Two years of responsible and varied secretarial and clerical experience.
- Should possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, emotional maturity, dependability, courtesy, good judgment, and ability to work cooperatively with others.
- Maintain CPR and First Aid certification

WORKING CONDITIONS ENVIRONMENT:

- Indoor and outdoor work environment.
- Moderate stress work environment

PHYSICAL DEMANDS:

- Visual ability to read handwritten or typed documents and the display screen of various office equipment and machines.
- Able to conduct verbal conversation in English or other designated language.
- Able to hear normal range verbal conversation (approximately 60 decibels.)
- Able to stand and walk.
- Able to sit for sustained periods of time.
- Able to climb slopes, stairs, steps, ramps, and ladders.
- Able to lift up to twenty (20) pounds frequently and thirty (30) pounds occasionally.
- Able to push and pull objects weighing up to thirty (30) pounds.
- Able to continually reach, walk, bend, grasp, pinch, squat, twist and kneel which involves:
 - Able to exhibit full range of motion for shoulder external rotation and internal rotation
 - Able to exhibit full range of motion for shoulder abduction and adduction
 - Able to exhibit full range of motion for elbow flexion and extension
 - Able to exhibit full range of motion for shoulder extension and flexion
 - Able to exhibit full range of motion for back lateral flexion
 - Able to exhibit full range of motion for hip flexion and extension
 - Able to exhibit full range of motion for knee flexion

- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy in a safe and effective manner

Board Adopted: _____