



**POSITION DESCRIPTION
WACONIA PUBLIC SCHOOLS**

SECTION I: GENERAL INFORMATION

Position Title: Administrative Assistant III	Department: Varies
Immediate Supervisor's Position Title: Varies	FLSA Status: Non-Exempt

Job Summary:

This classification represents the third level of a three level secretarial/clerical occupational classification series called Administrative Assistant. The Administrative Assistant III classification encompasses positions that typically require considerable administrative support and secretarial skills, duties and knowledge. Duties assigned to positions at this classification series level typically require substantial previous experience in administrative support procedures, substantial independent judgment, discretion and knowledge of district procedures, policies and program fundamentals. Positions assigned to this level require considerable authority and decision making in that administrative support responsibilities involve providing support for district wide programs, activities, and administrative support for high level organizational administrators. While positions assigned to this classification share many of the same core set of duties common to all positions within the occupational series, the relative proportion of core duties is somewhat less than other positions across the district and the majority of the work duties involve greater independent judgment, discretion and complexity as compared to other positions assigned to the occupational series.

Essential duties outlined below are intended as “representative” or “illustrative” examples of the level, nature and decision making expected of positions assigned to this classification. The duties below are not intended to be a comprehensive listing of all duties and tasks performed by the employees assigned to this classification.

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

- Performs “core” clerical functions that are characteristic and/or could be shared by any position within the classification series. Examples of “core duties performed in this classification series are illustrated below.
 - a) Performs word processing and typing of routine correspondence, agendas, letters, forms, or materials provided by staff in draft form.
 - b) Files forms, correspondence, lesson plans, letters, and/or documents in accordance with established office routines.
 - c) Enters data into department files and records either hard copy of data files/records in District computer files/records (i.e. attendance, discipline, employee absences, enrollment data, class lists, classes schedules, etc.)
 - d) Copies and duplicates materials requested.
 - e) Assists in formatting, typing, preparing and assembling materials for newsletters, brochures, or department correspondence.
 - f) Assists other clerical/secretarial staff by providing them support in accomplishing their job duties in times of peak demand or to meet work priorities.
 - g) Participates and/or inputs student information and registration information.
 - h) Sorts and distributes incoming and outgoing mail.
 - i) Answering building/department phone(s)/lines and routing calls to the appropriate department(s)/person(s) after determining the nature of the call.
 - j) Screens visitors/students/public coming into the office providing assistance with routine questions or directing visitors to appropriate parties. Answers routine questions of students, parents, staff or others, as able.

- Serves as a liaison between district, building or public and the building/district administrator.
 - a) Screens calls and determines which calls are appropriate for handling and which calls require the attention of an administrator or other personnel.
 - b) Addresses issues, problems and/or provides information concerning programs, procedures, rules and/or department/building guidelines and rules.
 - c) Serves as a resource to building/district personnel, parents and students concerning general procedures, rules and administrative policies.
 - d) Assists in the organizing and coordinating of major events and building activities/functions including in-services, parent/teacher conferences, seminars, graduation, student orientation, PTO/PTA, open houses, , workshops, etc.
 - e) Manages the calendar and appointment schedule of the administrator.
 - f) Provides coordination for the administrative meetings, gathers and compiles information, creates agendas, notifies all parties, makes arrangements; takes and prepares minutes.
 - g) Orders instructional and office supplies and materials. Prepares purchase orders and requisitions per district procedures.
 - h) Enrolls and registers students and submits enrollment information and forms to the District office.
 - i) Collects monies from various building programs/activities; prepares deposit slips; records amounts; and submits all deposits to the District Office.
 - j) Locates and makes arrangements for building substitutes and assure proper payroll records/forms are processed for substitutes.

- Performs specialized administrative support activities and functions requiring an understanding of department programs, operations and procedures.
 - a) Organizes, makes arrangements for and implements registration activities.
 - b) Processes census data and updates information database.
 - c) Implements, compiles, and prepares reports for federal, state or local officials/agencies (e.g. MARSS, STAR, etc.)
 - d) Assigns Carl Perkins course and assignment codes and prepares reports for reimbursement for approved classes.
 - e) Compiles and submits quarterly reports for ECS.
 - f) Collects, tracks, monitors and maintains Title I and Special Education student data and information for various local, state and/or federal agencies.

- Serves as a lead responsibilities within the building/program. Explains building procedures and routines to other staff. Orients and trains new office personnel. Assists in troubleshooting compute programs. Fills in for other staff and maintains work flow within the building/department/program.

- Performs other duties of a comparable level or type, as required.
 - a) Attends training sessions, district in-services or staff meetings.
 - b) Assists in special projects, as appropriate.
 - c) Learns and is cross trained in other administrative and support functions within the department/program/building.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis:
	High school diploma or GED.		
x	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		
	2nd year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> • Knowledge of general office procedures and practices. • Knowledge of office etiquette and customer relation procedures and routines. • District and building level administrative policies and procedures. • Knowledge of school district organization and specialized office functions within the department/program/office of assignment. • Knowledge of general record keeping maintenance routines to perform data/record maintenance in filing or recording data in hard copy or data filing systems. • Familiarity with general office productivity software (i.e. word processing, spreadsheet, access, presentational software, email programs, etc.) • General office equipment, e.g., copiers, facsimiles and phones. • Knowledge of computer operation, informational systems and specialized programs used in recording and maintaining district, student or financial information and records.
	Doctorate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 3 or more years of directly related office experience and secretarial experience.			
LICENSE/ CERTIFICATION		Identify licenses/certification required upon hiring: None	

ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	<p>Skilled in:</p> <ul style="list-style-type: none"> • Applying and using word processing applications, spreadsheet applications and database applications. • Applying judgment and discretion in carrying out department, program and/or building specific procedures, policies, operational routines pertaining to assigned areas of responsibility. • Organizing, planning and making arrangements for conferences, meetings, training sessions, graduations, special events, etc. • Implementing district operations pertaining to the preparation of purchase orders, the ordering of instructional materials, supplies and office equipment. • Communication, interpersonal skills as applied to interaction with coworkers, high level administrators, department staff, the general public, etc. sufficient to exchange or convey information and to receive work direction. • Implementing and maintaining departmental records, files, or lists. • Customer service and human relation skills in assisting, dealing with and applying proper phone etiquette, judgment and discretion in provide and dealing with the staff, public and district personnel. • Prioritizing job assignments and performing work assignments requiring attention to detail, precision and accuracy. • Skilled in the various administrative, secretarial and clerical functions within the facility and providing back-up and support, as needed. • Applying specialized district software applications used in the maintenance of department/building files and records.
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RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS		
	Titles of Positions Directly Supervised	# of Employees
1		
TOTAL		

INDIRECT SUPERVISION:	
Number of employees indirectly supervised:	Total:

<p>HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted</i></p>	<p>Unusual or hazardous working conditions related to performance of duties: Duties are performed in a typical school/building/office setting where there are minimal environmental hazards and risks associated with performing the requirements of the job.</p>
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PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand		X		
Walk		X		
Sit				X
Use hands dexterously (use fingers to handle, feel)		X		
Reach with hands and arms		X		
Climb or balance	X			
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Sedentary Work:
Exerting up to 10 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.