



SCHOOL ADMINISTRATIVE ASSISTANT I

BASIC FUNCTION

Perform complex administrative duties to support the overall financial and regulatory functions of the school. Manage Principal calendars based on community and administrative priorities. Act as a contact to for students and family members to support the resolution of issues. Support school staff and administrators.

REPRESENTATIVE DUTIES

The classification specification does not describe all duties performed by all incumbents within the class. This summary provides examples of typical tasks performed in this classification.

Some or all of the duties may be applied to a specific position based on the size and needs of the school.

Principal Support. Maintain the Principal's calendar and interface with internal and external requests for meetings. Prepare documents and communications/emails for students, staff, and school community. Participate in and coordinate various routine and special projects for the school principal; track and monitor progress and workflow and adjust priorities to meet completion deadlines.

- Receive visitors and serve as a resource to others (students, family, and staff) concerning policies and procedures and resolve issues as appropriate.

Payroll/Time and Attendance. Collect and enter attendance information for all school staff members, including leave information and forms. Enter in extended hours and professional development for classified staff. Enter substitute teacher hours.

Confidential Staffing Support.

- Gather required performance review information for classified staff. Track completion of performance reviews to provide status updates to both the Principal and District office.
- Support hiring processes by scheduling interviews, downloading candidate information, confirmation certification, and complete and submit final hiring paperwork.

Budget. Monitor school budgets to provide up to date status reports to Principal and District staff. Enter expenses and reconcile procurement card purchases. Enter student funds gathered through fundraisers and athletic programs. Ensure required documentation is gathered for all transactions. Prepare and submit bank deposits.

Substitute Staffing. Act as the primary for monitoring and filling substitute vacancies. Reach out to current staff and substitute teacher pool to fill substitute positions. Print and distribute standardized 'day of' materials for substitute teachers.

Master Schedule. Enter the master schedule to reflect teacher and class assignments for an academic year.

Schedule Civic Use of Buildings (CUB). Partner with school and community members and the district office to schedule the use of school facilities.

RESJ Focus. Complete all work using a Racial Equity and Social Justice lens as outlined in board policies. Participate in staff development, in-service trainings related to diversity, equity and inclusion in the workplace and in K-12 education. Model appropriate behaviors.

Medications. Provide medication to students in compliance with documented and approved plans. Provide first aid to students

School Administrative Assistant II and III Duties. May complete tasks associated with the School Administrative Assistant II and III but they will not comprise the majority of responsibilities.

EDUCATION AND EXPERIENCE

Education: High school Diploma or equivalent

Experience: Three (3) or more years of experience of customer service, school administrative support, or office administrative support. Experience working in or volunteering in a school is preferred.

Any other combination of education and experience that would likely provide the required knowledge and abilities may be considered.

KNOWLEDGE AND ABILITIES

- Ability to perform multiple complex administrative support duties simultaneously with constant changing priorities and deadlines
- Demonstrated ability to exercise confidentiality, good judgment, tact and diplomacy.
- Ability to work independently with minimal direction as well as cooperatively with various internal/external customers.
- Ability to prioritize projects and meet deadlines with competing priorities and changing workloads in an environment with constant interruptions.
- Work effectively with a service-oriented attitude in a busy, high volume school office setting with frequent interruptions.
- Knowledge of various software and technologies including word processing, presentation, database, spreadsheet, website content management; willingness to attend additional training as needed.
- Organizational abilities to schedule meetings, plan and execute special events, projects, improvements.

- Familiarity with / Ability to learn district software and applications used for tracking attendance, guest sign-ins, substitutes, sports registrations, etc. (ex: Synergy, Raptor, Aesop)
- Ability to establish and maintain a variety of recordkeeping systems.
- Ability to obtain detailed knowledge of District policies, practices and procedures to provide clear information and directions to students, teachers and outside parties
- Excellent interpersonal communication skills (verbal and written), including active listening.
- Knowledge of first-aid procedures; ability to learn proper methods of dispensing medications.

WORKING CONDITIONS

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Persons with certain disabilities may be capable of performing the essential duties of this class with or without reasonable accommodation, depending on the nature of the disability.

Work Environment: Work is performed primarily in a standard office environment with extensive student, parent and public contact and frequent interruptions.

Hazards: Potential conflict situations.

Physical Demands: Primary functions require sufficient physical ability and mobility to work in an office setting; dexterity of hands and fingers to operate a computer keyboard and other office equipment; sitting or standing for extended periods of time; kneeling, bending at the waist, reaching overhead, above the shoulders and horizontally to retrieve and store files and supplies; lifting, pushing, pulling and carrying office equipment, supplies and materials weighing up to 25 pounds; repetitive hand movement and fine coordination to use a computer keyboard; hearing and speaking to exchange information in person or on the telephone; seeing to read, prepare and assure the accuracy of documents.

FLSA: Non-Exempt
 Bargaining Unit: PFSP
 Salary Grade: M

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Portland Public Schools recognizes the diversity and worth of all individuals and groups and their roles in society. The District is committed to equal opportunity and nondiscrimination in all its educational and employment activities. The District prohibits discrimination based on race; national or ethnic origin; color; sex; religion; age; sexual orientation; gender expression or identity; pregnancy; marital status; familial status; economic status or source of income; mental or physical disability or perceived disability; or military service.
 Board of Education Policy 1.80.020-P