



## SCHOOL ADMINISTRATIVE ASSISTANT II

### **BASIC FUNCTION**

Provide administrative support to students, family, school community, and staff through a variety of tasks. Act as a primary contact to provide guidance to students and family members. Perform a potentially diverse range of tasks including compiling communication materials, supporting student events, and providing guidance on completing PPS enrollment processes. 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.*

**Communication Support.** Provide communication assistance to Building Administrators and staff by formatting and distributing communications by hard copy, email, and website information updates. Update and format communication materials include websites, newsletters, and social media posts.

**Building Administrator Support.** Support Vice Principals/Assistant Principals by coordinating meetings, preparing and organizing required documentation, scheduling appointments, and assisting school partners, and other organizations. Documentation may include but not limited to disciplinary or class scheduling materials.

- Assist students and parents in making appointments with counselors, answering phone calls and recording messages for the Counseling Office.

**Administrative Support.** Enter information into various systems and tracking documents, including updating student grade information. Prepare transcripts and submitting requests, ensuring graduation requirements are met.

- Register new students, secure appropriate student records, maintain confidential student records, and transfer records for students moving to other schools.

**Event Support.** Help coordinate student and community events. Order materials, track participation, and provide day of/on site coordination. Prepare event programs for distribution at events.

- Graduation support typically includes creating graduation programs, ordering and distributing caps and gowns.
- Student conference schedules entered into systems. Send communications to students and parents.

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.

Front Office Support. Routinely meets and interacts with the public, staff, and students in situations which require tact, discretion and courtesy.

- Greet visitors, ensure security procedures are followed, and visitors are signed into systems.
- Receives and resolves concerns and complaints, using knowledge of school policies, procedures, rules, and requirements.

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

Medications. Provide medication to students in compliance with documented and approved plans. Responsible for minor first aid duties in the absence of the school nurse.

## **EDUCATION AND EXPERIENCE**

Education: High school diploma or equivalent

Experience: One (1) or more years of experience of customer service, school administrative support, office administrative support, and/or event coordination. 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**

- Familiarity with standard office machines (copy machines, scanners, computers, phones) and willingness to learn new equipment as needed.
- 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 perform multiple administrative support duties with constantly changing priorities and deadlines
- 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.
- Demonstrated ability to exercise confidentiality, good judgment, tact and diplomacy.
- Ability to work with various internal/external customers.
- Ability to prioritize tasks and meet deadlines 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 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:**

#### **Hazards:**

**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: H

Approval Date: January 2020

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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*