



SCHOOL ADMINISTRATIVE ASSISTANT III

BASIC FUNCTION

Act as the initial contact at a school; create a welcoming environment for a diverse group of students, families, community members, and staff by welcoming and providing initial support for inquiries. Perform administrative functions to support students, families, and school staff.

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.

Front Office Support. Greet visitors, ensure security procedures are followed, and visitors are signed in appropriately. Provide guidance and direction on who can support their request, which may include taking messages or providing standardized information.

Attendance. Maintain attendance data for staff and students, including recording attendance, absences, substitutes, and other required information. Prepare attendance reports, coordinated with payroll data, as required

Family Support. Respond to questions and requests for information from student family members by phone, email, and in person. Review documents submitted by students and family members to ensure all information has been received.

Student Support. Provide students information and guidance on navigating school policies and procedures. Provide general support to students in the office.

Administrative Support. Perform a variety of administrative tasks based on standard practices and guidelines of the school and school system, including scanning documents and distributing mail.

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. Responsible for minor first aid duties in the absence of the school nurse.

EDUCATION AND EXPERIENCE

Education: High school or equivalent

Experience: Experience providing customer service, school administrative support, or office administrative support, including volunteer experience, 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 prioritize tasks and meet deadlines in an environment with constant interruptions.
- Familiarity with standard office machines (copy machines, scanners, computers, phones) and willingness to learn new equipment as needed.
- Ability to learn various software and technologies including word processing, presentation, database, spreadsheet, website content management; willingness to attend additional training as needed.
- 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 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.
- 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: 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: *F*

Approval Date: *January 2020*
Revised Date: *June 2021*

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