

Job Summary:

Under direction and general supervision of the site principal and/or designee, perform a variety of specialized clerical work for an assigned school site including, but not limited to, answering phones and responding to correspondence, assisting with budgets and requisitions, organizing trainings and meetings, coordinating with outside vendors, compiling a variety of reports, information, and data, and performing other related administrative and clerical duties as assigned by the principal.

Essential Duties:

- Perform various administrative duties including coordinating travel arrangements, scheduling and arranging appointments, conferences, and other related tasks.
- Prepare correspondence, forms, flyers, invitations, etc. to disseminate pertinent information to employees, outside vendors, and the public.
- Assist site administrator with preparing and monitoring the department budget and recommending adjustments, as needed.
- Oversee the dissemination of important school information on behalf of school administration to staff and families via outgoing school networks such as Parent Square and PowerSchool.
- Assist with answering phones and providing appropriate responses to callers, including referring them to another source, when needed.
- Compile information, enter data, and prepare and maintain a variety of records, logs and reports related to assigned duties.
- Establish and oversee filing systems for paper and digital documents and records.
- Enter staff attendance, absences, and timesheet data into an assigned system; assist with arranging substitutes for teachers and staff as needed; arrange for employees to work overtime for special events as needed.
- Assist with responding to inquiries via email, phone, and in-person, and provide information about the school and various programs.
- Ensure service contracts for daily school operations (i.e. Curriculum Orders, Facility Agreements, etc.) are fully executed and maintained for the continuing of services for daily school operations.
- Request and compile quotes, proposals, requisitions, and purchase orders from a variety of consultants and vendors for all school purchases.
- Coordinate directly with vendors regarding school maintenance, including submitting and following up on work orders, preparing requisitions, establishing timelines, submitting purchase orders, and communicating with administrators and staff, as needed.
- Review requisitions and audit invoices with purchases to ensure completeness and accuracy; identify and resolve errors, as needed.
- Perform clerical accounting duties in support of site activities; process billings, enter invoices, requisitions and send information to appropriate personnel as assigned.
- Oversee inventory of school supplies and order office supplies for the school, as needed.
- Assist with receiving and processing mail and deliveries and ensure they are delivered to the appropriate area.
- Assist with supervising students who are working or waiting in the school office.
- May assist with general clerical accounting duties, such as processing payments and invoices, preparing requisitions, and sending information to appropriate personnel as assigned.
- May assist with administering first aid and medication to students in the absence of a school nurse.
- Perform other related duties, as assigned.

Responsibilities include: working under direct supervision using standardized protocols; providing information and customer service to staff and the public; operating within a defined budget; work collaboratively within and outside of the department. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally, the job requires 85% sitting, 5% walking, and 10% standing. This job is performed in a generally clean and healthy environment.

Skills to:

- perform clerical work using good judgement, initiative and required accuracy and speed;
- recognize and appropriately respond to sensitive school matters;
- operate a variety of office equipment;
- work patiently with upset individuals to de-escalate the situation and seek appropriate assistance;

- research, compile, and analyze information and prepare appropriate alternatives and recommendations;
- implement new systems or changes in current programs by obtaining input and cooperation from others;
- type at a speed of 45 net words per minute.

Knowledge of:

- school policies and procedures;
- correct English word usage, spelling, grammar and punctuation;
- modern office methods, practices, and procedures;
- appropriate records management procedures;
- budgeting and fiscal practices at a school site level;
- personal computers, electronic mail systems, software, etc.
- TCOE mission, vision, value statements, standards, policies and procedures, operating instructions, confidentiality standards, and the code of ethical behavior.

Ability to:

- meet schedules and timelines;
- perform secretarial work including managing records and general accounting with speed and accuracy;
- use a computer to create correspondence, save/retrieve documents and develop and maintain databases;
- create, update, maintain and share Excel, Word, Access, and Google documents;
- write legibly, communicate effectively and understand and carry out oral and written directions;
- plan and organize work;
- maintain cooperative relationships with those contacted in the course of work;
- attend in-service training, meetings, and conferences as directed.

Experience Required:

- Two (2) years of experience performing complex clerical and administrative support functions in an office setting.
- At least one (1) year of experience working in a school facility.

Education Required:

- High school diploma or equivalent required.
- Associate Degree is required. Degree may be substituted for an additional two (2) years of clerical experience.

Other Requirements:

- Typing certificate dated within the past two years indicating a typing speed of 45 net words per minute.
- Valid California driver's license and proof of automobile insurance.
- Department of Justice and FBI Fingerprint clearance upon hire.

FLSA Status: Non-Exempt

September 2024

This organization is an Equal Opportunity Employer and does not discriminate on the basis of race, color, national origin, creed, age, gender or disability. Inquiries regarding compliance procedures may be directed to our personnel office.

This organization complies with the Americans with Disabilities Act. Persons with a disability who may need some accommodation in the hiring process should contact our personnel office. This organization is a Drug and Tobacco - Free Workplace. This organization requires a successful candidate to provide it with employment eligibility and verification of a legal right to work in the United States in compliance with the Immigration Reform and Control Act.