

Lebanon Community Schools

POSITION DESCRIPTION

TITLE: ADMINISTRATIVE ASSISTANT

TYPE: Classified

REPORTS TO: Designated Administrator or Director

POSITION SUMMARY:

The primary purpose of this position is to provide advanced administrative and secretarial support to an administrator or director of a District level department. Emphasis will be on independent responsibility for assigned projects or advanced tasks of medium to long-term duration. Involves the use of moderately to very complex computer programs and software specific to the assigned department.

MINIMUM QUALIFICATIONS:

1. High School Diploma or equivalent.
2. Criminal history clearance.
3. Three years of successful secretarial and/or administrative assistant experience.
4. Demonstrated basic skills through a local academic assessment.
5. Demonstrated secretarial skills as evidenced by district skills assessment.

ESSENTIAL FUNCTIONS:

1. Creates and maintains record systems and keeps records for the development, assembly, and/or distribution of forms, files, documents, listings, inventories, reports, finance records, packets, equipment, and other materials related to the department.
2. Adheres to timelines and schedules and assists the supervisor in areas of responsibility.
3. Prepares documents, including memos, letters, reports, etc., from dictation, rough draft, or by directive.
4. Receives, sorts, and distributes mail.
5. Answers telephone and in-person inquiries from students, staff, and public; forwards messages and directs visitors; maintains appointment and facility calendars; contacts substitute and temporary employees by telephone.
6. Coordinates meetings and meeting preparations in areas of responsibility.
7. Assists parents and community members as needed.
8. Trains or assists in training department staff as required.
9. Coordinates or schedules the work of department staff as required.
10. Attends training sessions and secretarial meetings as directed.
11. Works harmoniously with others and communicates effectively (both orally and in writing) with students, parents, and staff.
12. Works independently, prioritizing tasks to meet deadlines while maintaining a high degree of accuracy and attention to detail.
13. Operates a computer and views a computer screen for prolonged periods of time.
14. Frequent and prolonged talking/hearing conversations.

LEBANON COMMUNITY SCHOOLS

Position Description

Administrative Assistant (cont'd)

OTHER REQUIREMENTS:

1. Possible exposure to bodily fluids due to employee illness or injury.
2. Function where there is pressure, frequent interruptions, and a stressful atmosphere.
3. Work is almost exclusively indoors.
4. May be required to obtain a First Aid and/or CPR Card and serve as a Delegated Caregiver or Designated First Aid Provider.
5. Occasionally performs other duties as required by supervisor.

WORKPLACE EXPECTATIONS:

The employee has regular attendance at work and work activities, and is punctual in meeting deadlines, attending meetings, and following schedules.

The employee is dressed and groomed in a neat, clean, and appropriate professional manner for the assignment and work setting.

The employee maintains the integrity of confidential information relating to a student, family, colleague, or district patron. The employee uses or relays personal information only in the course of performing assigned responsibilities and in the best interest of the individuals involved.

The employee follows all district or supervisor policies, rules, regulations, memos, bulletins, announcements, applicable position descriptions, and reasonable requests by proper authority.

TERMS OF EMPLOYMENT:

Current work year of approximately 205-260 paid days, depending on position, subject to change.
Salary and benefits based on current District Salary Schedule and negotiated agreement.

EVALUATION:

Performance in this position will be evaluated in accordance with District policy and regulation concerning personnel evaluation.

EMPLOYEE STATEMENT:

“I have reviewed the above position description and understand its contents.”

“I am aware that my position description may be revised or updated at any time and that I remain responsible for knowledge of its contents.”

“I hereby certify that I am able to fulfill the essential functions of the above position.”

Employee Name (Print)

Employee Signature

Date

LEBANON COMMUNITY SCHOOLS
 Position Description
 Administrative Assistant (cont'd)

PHYSICAL REQUIREMENTS FOR ESSENTIAL FUNCTIONS

In an 8 hour workday, this job requires:					
R - Rarely	(Less than .5 hr per day)	O - Occasionally	(.5 - 2.5 hrs per day)		
F - Frequently	(2.5 - 5.5 hrs per day)	C - Continually	(5.5 - 8 hrs per day)		
NA - Not Applicable					
Physical Requirements	NA	R	O	F	C
Sitting					X
Stationary standing		X			
Walking (level surface)			X		
Walking (uneven surface)		X			
Crawling	X				
Crouching (bend at knees)		X			
Stooping (bend at waist)		X			
Twisting (knees/waist/neck)				X	
Turn/pivot		X			
Climbing (stairs)		X			
Climbing (ladder)	X				
Reaching overhead		X			
Reaching extension			X		
Repetitive use arms				X	
Repetitive use wrists					X
Repetitive use hands grasping					X
Repetitive use hands squeezing			X		
Fine manipulation					X
Using foot control	X				
*Pushing/Pulling Maximum weight: <u>40 lbs.</u>		X			
*Lifting/Carrying Maximum weight: <u>10 lbs.</u>		X			

* Identify items typically moved: Equipment on carts, tables, boxes of materials, file drawers