



# Santa Rosa City Schools

## Classification Description

<b>Job title:</b>	Administrative Assistant- Middle/Continuation School	<b>Department:</b>	School Site
<b>Reports to:</b>	Site Administrator	<b>FLSA Classification:</b>	Non-Exempt
<b>Board Approval:</b>	June 10, 2026	<b>Work year:</b>	12 Months
<b>Revision(s):</b>	April 23, 2025	<b>Salary Range</b>	CSEA 75 Range 27

### **DEFINITION:**

Under the direction of the Administrator(s) of a middle school or continuation high school, perform secretarial and clerical duties of a difficult and moderately complex nature; perform public relations and communication services.

The Administrative Assistant works closely with the Site Administrator to ensure all operations run efficiently in support of students, including staffing, facilities, maintenance, budget, internal and external communications, purchasing, and other areas as assigned.

### **QUALIFICATIONS:**

#### **Education:**

Any combination equivalent to graduation from high school, including or supplemented by Office related computer courses

AND

#### **Experience:**

Two years of increasingly responsible clerical or secretarial experience, preferable one year of which is in a school setting.

#### **Knowledge and Abilities:**

##### **Knowledge of:**

- Office practices and procedures, including business correspondence, record-keeping and organizational systems
- Operating of office equipment and software programs
- Receptionist and telephone techniques and letter and report writing
- Business English, including vocabulary, spelling, grammar, and punctuation
- Basic math
- Public relations techniques
- Oral and written communication as it relates to this position

##### **Ability to:**

- Perform clerical work with speed and accuracy without immediate supervision
- Learn, interpret, and apply school rules and regulations

- Make arithmetical calculations with speed and accuracy
- Prepare and maintain accurate records and reports
- Understand and carry out oral and written instructions
- Establish and maintain cooperative relationships with students, parents, staff, and others contacted in the course of work
- Demonstrate effective oral and written communication skills
- Meet Deadlines and work under pressure and interruptions

**ESSENTIAL JOB FUNCTIONS:**

*The job analysis will be reviewed periodically as duties and responsibilities change with business necessity. Nothing in this job analysis restricts management's right to assign or reassign duties and responsibilities for this job within the job description.*

1. Act as administrative assistant to the principal by supporting all activities performed by the Administrator(s). These include; preparation of communications, making appointments and maintaining files, and providing information concerning school programs and procedures. Recommend improvements to office procedures and campus operations as appropriate.
2. Compose correspondence and memoranda with minimal direction, including confidential and time-sensitive materials.
3. Create from rough draft, copy, notes or oral direction a variety of materials, including letters, employment authorizations, reports, bulletins, curriculum materials, pay related forms, phone lists, purchase orders, requisitions, work requests, student and faculty referral letters, memos, meeting agendas, and minutes from staff meetings.
4. Prepare and maintain classroom phone lists, student rosters, and other student information for staff distribution.
5. Receive inquiries in person, via computer and on the phone, answering questions regarding school matters, arranging appointments with the principal, and transferring caller to proper person.
6. Screen and prioritize inquiries and manage the Principal's calendar.
7. Prepare and duplicate school forms, handbooks and newsletters, including annual staff handbooks and site-wide communications.
8. Sort and distribute school mail; screen and prioritize Administrator's mail by directing attention to those items requiring personal attention and attending to the other items; prepare newsletters for bulk mailings.
9. Assist in scheduling the use of school facilities and coordinating special site activities.
10. Prepare purchase orders, requisitions for site, including receiving, distributing and inventorying all items. Approve purchase orders as necessary.
11. Process reimbursements, pre- and post-trip documentation, monitor and replenish site supplies, and prepare textbook orders as requested.
12. Maintain records of expenditures for all school departments and assists in development and monitoring of the school budget.
13. Communicate with district budget staff regarding balances and budget-related inquiries.
14. Train, supervise, and provide input for grading of student assistants when assigned.
15. Coordinate school personnel matters including preparing and maintaining attendance records and reconciliation/verification of the Attendance System and any Timecards.
16. Process payroll-related documents such as time cards, employment authorizations, extra duty stipends, and release time requests.
17. Under the direction of the Administrator, prioritize office work as needed, to ensure that deadlines are met. Acts as back up for other office positions as necessary. Independently process administrative matters that do not require immediate supervisory attention
18. Prepare and maintain reports, records, files and logs of confidential matters (.i.e. accident

reports, employee documentation and CPS reports). Provides inventory of keys, assigned security codes, radios and technology equipment. Maintain bell schedules and communicate changes with the District Technology Department.

19. Orient, review and explain school procedures with all new hires and volunteers. This includes: issuing keys, security codes, telephone information and mailboxes. Coordinate and co-facilitate new hire orientation and training with the administrative team.
20. Monitors District Substitute System frequently for unfilled absences. Coordinates and ensures coverage by internal staff in the event of an unfilled absence of a staff member. Receives substitutes upon arrival and assigns keys, reviews general rules of the site and school procedures. Assess daily classroom coverage needs and manage substitute shortages.
21. Prepare recruitment documents and materials for site interviews, assist with hiring paperwork for successful candidates, coordinate and schedule certificated and classified staff interviews, prepare interview questions and Confidentiality Statements, and participate on interview panels as assigned.
22. Acts as a main contact and liaison for the site for the staff, parents, district employees and all other visitors. Coordinates maintenance requests for site.
23. May serve on site related committees such as WASC, Site Council or others.
24. Perform related duties as assigned.

#### **MARGINAL JOB FUNCTIONS:**

*Marginal job functions represent those job functions that may be assigned to the employee as needed. Essential and marginal (non-essential) job functions are subject to updating. Nothing in this list of job functions restricts management's right to assign or reassign duties and responsibilities for this job.*

1. Perform other related duties within the scope of the job description.

**WORK ENVIRONMENT:**

Performance of the essential job functions involves typically working in an environment as described here below.

**Environmental Demands**

Factor	Y	N	If yes, describe
Driving cars, trucks, forklifts and other equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working around equipment and machinery	<input checked="" type="checkbox"/>	<input type="checkbox"/>	Office equipment
Walking on uneven ground	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to excessive noise	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to extremes in temperature, humidity, wetness	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Exposure to dust, gas, fumes, or chemicals	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working at heights	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Operation of foot controls or repetitive foot movement	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Use of special visual or auditory protective equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>	
Working with biohazards	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

**PHYSICAL DEMANDS:**

Performance of the essential job functions typically requires the physical demands as described here below.

Category	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
Sitting					X
Walking			X		
Standing			X		
Bending (Neck)			X		
Bending (Waist)			X		
Twisting (Neck)			X		
Twisting (Waist)		X			
Squatting		X			
Climbing	X				
Kneeling	X				
Crawling	X				
Repetitive use of Hands?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No				
D = Dominant Hand ND = Non-Dominant hand					
Simple Grasping (D)				X	
Simple Grasping (ND)			X		
Power Grasping (D)		X			
Power Grasping (ND)		X			
Fine Manipulation (D)				X	
Fine Manipulation (ND)				X	
Pushing & Pulling (D)		X			
Pushing & Pulling (ND)		X			
Reaching- Above Shoulder		X			
Reaching- At/Below Shoulder			X		

**LIFTING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**CARRYING**

	Never	Rare <10%	Occas. to 33%	Freq. to 66%	Cont. > 66%
1-10 lbs			X		
11-25 lbs		X			
26-50 lbs	X				
51-75 lbs	X				
76-100 lbs	X				
100+ lbs	X				

**NOTE:**

This Employer is an equal opportunity employer. In compliance with the Federal and State disability laws, this employer understands they have a responsibility to consider reasonable accommodations for individuals with disabilities.