

## Executive Administrative Assistant - Principal

### Purpose Statement

The job of Executive Administrative Assistant - Principal is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding department functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Building Principal

### Essential Functions

- Assists in developing class schedules as needed (e.g. master classes for summer school, etc.) for the purpose of ensuring student course and class size requirements are accurate.
- Collects money for various school functions (e.g. AP testing, purchase requisitions, general activities, etc.) for the purpose of facilitating school-wide activities, academic and non-academic.
- Compiles data from a wide variety of sources (e.g. time sheets, calendars, expenditures/budget, Internet research, etc.) for the purpose of preparing reports, making recommendations, and/or preparing information for assigned administrator.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Evaluates transcripts of incoming students for summer school as needed (e.g. credits needed, etc.) for the purpose of transferring grades and semester credit hours into the student information system.
- Informs appropriate personnel of possible student course deficiencies for summer school as needed (e.g. teachers, administrators, etc.) for the purpose of assisting in addressing student course requirements.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors a wide variety activities on behalf of assigned administrator (e.g. program components, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or trainings if appropriate (e.g. software upgrades, department meetings, etc.) for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs enrollment and withdrawal activities for summer school as needed for the purpose of complying with established requirements.

- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, etc.) for the purpose of documenting activities, providing written reference, and/or conveying information.
- Presents information on administrative procedures (e.g. department/program policies, submission procedures, etc.) for the purpose of orienting new personnel and/or disseminating information to existing personnel.
- Processes a wide variety of documents and materials (e.g. time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Procures supplies and materials for the purpose of maintaining availability of required items.
- Provides customer service to staff, students, parents, and members of the community (e.g. general information, scheduled meetings, etc.) for the purpose of ensuring the efficient operation of the school district.
- Reconciles account balances for assigned budget categories for the purpose of maintaining accurate account balances.
- Researches discrepancies in student records as needed (e.g. summer school, etc.) for the purpose of verifying graduation status and ensuring the accuracy of information.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Schedules a wide variety of activities (e.g. appointments, meetings, travel reservations/accommodations, facility usage, etc.) for the purpose of making necessary arrangements for assigned administrator.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

### **Other Functions**

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

### **Job Requirements: Minimum Qualifications**

#### **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; computer application skills; strong interpersonal communication skills; and planning and managing projects.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: accounting/bookkeeping principles; business telephone etiquette; common office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; gather and/or collate data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is

limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; and working with frequent interruptions.

**Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to impact the organization's services.

**Work Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

**Experience:** Job related experience is required.

**Education:** Targeted, job related education with study in job-related area.

**Equivalency:**

**Required Testing**

Job-Related Skills Proficiency Test

**Certificates and Licenses**

**Continuing Educ. / Training**

**Clearances**

Criminal Justice Fingerprint/Background Clearance

**FLSA Status**

Non Exempt

**Approval Date**

**Salary Grade**