

ADMINISTRATIVE ASSISTANT  
(School Districts)

GENERAL STATEMENT OF DUTIES: Performs administrative duties in a major department with district-wide responsibilities in a school district; does related duties as required.

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for delegated administrative functions in support of a major department with district-wide responsibilities. Incumbent coordinates these activities with other departments, divisions, special committees and outside agencies to insure optimal delivery of student services, and to insure the most effective and efficient implementation of standards, regulatory requirements, policies and procedures. Responsibility also involves maintaining large, detailed database using specialized software applications to track student information and to generate required reports by the NY State Education Department and other regulatory or funding agencies, as well as management reports required by district administrators. Incumbents conduct regular analysis and monitoring of information and operational activities, making recommendations or reporting trends requiring the attention of district administrators. The work involves frequent exercise of independent judgment in implementing policies and procedures. Supervision is exercised over a clerical support staff.

EXAMPLES OF WORK: (Illustrative Only)

Oversees, coordinates and monitors the activities of an assigned administrative operation of a large or major department of a school district;

Implements policies, procedures, regulatory and funding requirements in the area of assignments, making improvements to streamline or improve efficiency and effectiveness;

Maintains detailed student information data base using specialized software applications for tracking and reporting purposes;

Analyzes trends, anomalies, or problems requiring the attention of district administrators;

Gathers, reviews and maintains reports, forms, records, supporting documentation, cost estimates, authorizations and other information needed in support of delegated administrative responsibilities;

Generates accurate and timely reports required by district administrators, NY State Board of Education, and other regulatory or funding agencies;

Prepares budget or funding requirements and monitors spending to insure cost containment within approved allowances;

Uses computer applications such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Processes and/or approves consent forms, notices, licenses, identification, working papers and other documents required by students;

Maintains detailed student records and files, insuring that they are kept confidential, current and meet legal and reporting requirements;

Monitors contracts for service, insuring compliance in service delivery and recommending modifications and/or renewal as required;

Acts as a liaison between assigned department and other departments/divisions of the district as well as with State Education, funding/regulatory agents, BOCES, vendors, special committees, School Board/PTA members, professionals, parents, teachers, etc.;

Provides information and prepares informational brochures, pamphlets, mailings, and other material pertinent to departmental assignment and activities;

Manages the office, insuring adequate equipment, supplies and material in support of activities;

Supervises, trains, evaluates and coordinates the activities of office support staff;

Manages office mail and information flow;

Responds to requests for information on departmental and school district activities and procedures;

Attends and/or coordinates meetings and conferences, preparing agenda items, calendar and minutes as required;

Performs related administrative and support functions to insure the smooth and effective operation of the department and delivery of student services.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Thorough knowledge of office terminology, procedures and equipment; good knowledge of modern practices of office administration including the use of automated office technology; ability to become readily familiar with the organization, laws, rules, regulations and policies affecting program assignment and/or school district; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to assemble data, prepare and present reports and recommendations clearly and concisely in written and oral form; ability to plan and supervise the work of others; ability to work effectively with others; sound professional judgment; dependability; resourcefulness; flexibility; initiative; physical condition commensurate with the demand of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Graduation from high school or possession of a high school equivalency diploma and either: a) six (6) years of experience of an administrative support, staff or supervisory nature using computer word processing or spreadsheet software, two (2) of which must have been in a school, other educational or institute of learning, or in a field of employment which dealt with student and/or educational issues; or b) satisfactory completion of 30 credits at a recognized college or university which may be substituted for each year of the above stated experience, but must possess at least two (2) years of administrative, staff or supervisory experience using computer word processing or spreadsheet software in a school, other educational or institute of learning, or in a field of employment which dealt with student and/or educational issues, or c) a satisfactory equivalent combination of the foregoing training and experience.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS: In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.