

ADMINISTRATIVE ASSISTANT
(School Districts)

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision, incumbents of this class are responsible for assisting top level administrators with delegated non-secretarial administrative functions in support of a major department with district-wide responsibilities in a school district. 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 databases 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 clerical support staff. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises, 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 control within approved allowances;

Advises agency supervisors of Civil Service Rules as they relate to the hiring, promotion and termination of personnel;

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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

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.

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

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 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; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; 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 six (6) years of experience where the primary function of the position was in a staff or administrative support capacity†, two (2) years of which must have been in a school or educational setting.

SUBSTITUTION: Satisfactory completion of 30 credits* towards a Bachelor's Degree* may be substituted on a year for year basis for up to four (4) years of the above stated experience. There is no substitution for the two (2) years of experience which must have been in a school or educational setting.

†DEFINITION: Staff or administrative support experience is defined as providing support or back-up functions to higher level administrators in areas such as: office management; participation in budget preparation and monitoring; payroll and personnel type functions; involvement in the development and/or review of department-wide practices and procedures; evaluating departmental operations; participation in planning; financial recordkeeping, accounting, or management activities; purchasing; public relations, community relations, public information activities; and other similar functions. "Line" functions involved in the delivery of services or in the day to day operations of a department would not be qualifying experience.

*SPECIAL NOTE: Education beyond the secondary level must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education.

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.