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| **Job Title:** | **Administrative Assistant I** |
| **Supervisor:** | Director of Raven Homeschool | **Location:** |  |
| **Authorized Hours:** | 37.5 hours per week, M-F | **Classification:** | Classified/Hourly |
| **Days/Months:** | 12 months | **Range:** | F, starting at $21.93 DOE |

# General Responsibilities

Performs specialized and complex administrative and clerical work for Raven Homeschool and staff. Provides services and support with independence, judgment and initiative. Determines program, teacher and family needs; prioritizes and organizes assistance accordingly. This position will serve as a liaison between the community and other key partners/organizations in K-12 education to promote a positive homeschooling image.

# Qualifications

Education and Experience: High School Diploma required. Must have a minimum of 3 years clerical experience. Postsecondary education may be substituted for clerical experience on a year-for-year basis. Must have a valid driver's license.

Knowledge:

* Correct business practices in correspondence and typing formats, including extensive knowledge of English, spelling, punctuation and grammar.
* Principles and practices of clerical support procedures to include copying, filing, organizing and solid telephone communication skills.
* Exceptional knowledge, proficiency, and experience working with computers, data entry, and various types of software (word processing, spreadsheets, databases, desktop publishing).
* Proficient knowledge and skill utilizing the internet and email correspondence are required.
* Excellent skill and knowledge of standard office procedures and equipment.

Skills: Excellent oral and written communication skills.  Experience with computer applications.  Dedicated to the concept of service.  Must be able to establish effective relationships with various stakeholders.

Abilities:

* Read and comprehend statutes, regulations, policy and procedures, apply them to specific situations and explain procedures and requirements.
* Recognize errors and discrepancies, taking the appropriate action independently with authority, using decision-making skills.
* Respond to inquiries or provide information to staff, board members and public with considerable tact, diplomacy and discretion in sensitive areas.
* Plan and organize record keeping and filing systems for the work area.
* Search for, select and compile/summarize data and information.
* Assist with organization and distribution of high stakes testing
* Compare data from a variety of sources for accuracy and completeness, identify discrepancies or inaccuracies and make corrections.
* Compose memoranda and correspondence related to work.
* Establish and exhibit cooperative relations with those contacted in the course of work.
* Exhibit supportive, positive work interaction behaviors.
* Work independently and prioritize workload for ones self and others.
* Perform intermediate arithmetic such as formulas involving fractions, decimals, and percentages.
* Operate office equipment.
* Facilitate meetings.

# Example of Duties

1. Promote a positive image of the district providing positive public relations at all times.
2. Greet visitors and provide accurate information regarding our program.
3. Communicate effectively regarding Raven requirements, procedures and paperwork.
4. Provides excellence in customer service that involves resolving complaints and maintaining key relationships.
5. Coordinates, schedules, & hosts all relevant meetings/events for the Raven offices.
6. Provide confidential administrative support in all areas of school district operations such as copying, mailing, filing, etc.
7. Draft and revise program forms and correspondence as directed.
8. Distribute mail, faxes, paperwork, and documents accurately and in a timely manner.
9. Process Raven enrollment including data input, verification of data & state identification number, filing, and routing information/paperwork to representative departments: Business Office, Special Education, Bilingual, Indian Education and E-Rate etc.
10. Use database to generate and compile information and reports as needed.
11. Serve as a resource to the department providing information requiring interpretation, accuracy and explanation of policy and procedures.
12. Devise, evaluate and implement standard office operating procedures as needed.
13. Assist in implementation and distribution of district high stakes testing.
14. Schedule appointments for Raven staff as needed.
15. Maintain a welcoming, clean and orderly office space environment, including bulletin boards.
16. Request, receive, input and maintain files in district accounting software for purchase orders as needed.
17. Prepare and maintain files on hotel/travel arrangements for supervisors and other staff.
18. Other duties as assigned. *Please note this job description is not intended to cover or contain all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities, and activities may change at any time with or without notice.*

# Equipment Used

# Computer, printer, copier, video-conferencing system.

# Independent Decisions

# Makes decisions of a routine, job-related nature, based on School Board policy, district and/or building rules.

# Primary Working Contacts

# Administrators, teachers, counselors, students, and parents.

# Responsibility for Cash, Equipment, Safety

None

# Supervision Received and Exercised

Given: None

Received: From Director

# Unusual Working Conditions

Work is performed in a normal office setting. There are no unusual demands of the position. Position is mostly sedentary with extended periods sitting at desk/computer.

# Evaluation

# Annual written evaluation.