



**Orange County Department of Education  
Human Resources Department  
Classified Class Specification**

**Class Code: 5081  
Date Adopted: 7/1/2024**

**FLSA Status: Nonexempt  
Union Representation: Represented**

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### **School Administrative Assistant III**

#### **GENERAL PURPOSE**

Under general supervision, independently performs a wide variety of difficult and highly responsible clerical and operational support activities in a school office, including preparation and maintenance of student records, reports, and forms; maintains logs and documentation; provides administrative support to a principal and site staff and organizes and coordinates school office work flow; regularly interacts with parents, faculty, students, school administrators, outside agencies, and the public and performs related duties as assigned.

#### **DISTINGUISHING CHARACTERISTICS**

School Administrative Assistant IIIs are responsible for performing a wide variety of difficult and highly responsible clerical and office support functions in a busy school office environment. Incumbents provide administrative support to a principal or site liaison and school site staff and coordinate and organize school office work flow. Incumbents are expected to carry out assigned duties with a detailed knowledge of applicable OCDE policies and procedures, significant attention to detail, independence in absence of a principal or site liaison, and accountability for results. Incumbents serve as liaison with sites, other OCDE departments, and other agencies. Work requires a significant degree of interaction with parents and students.

School Administrative Assistant III is distinguished from School Administrative Assistant II in that incumbents in the former class typically provide administrative support to a principal and staff or the equivalent and coordinate and organize school office work flow, in addition to performing the full range of school office administrative duties.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

*This position description is intended to describe the general nature and level of work being performed by an employee assigned to this position. This description is not an exhaustive list of all duties, responsibilities, knowledge, skills, abilities, and working conditions associated with this position. All requirements are subject to possible modification to reasonably accommodate individuals with a disability.*

1. Regularly interact with parents, faculty, students, school administrators and staff, OCDE officials, outside agency representatives, volunteers, vendors, and the public; answer, screen, and route telephone calls; take and distribute messages; and greet and direct visitors to the appropriate school staff member.
2. Respond to requests for routine information, questions, and complaints and refer to appropriate staff member or department those issues outside scope of knowledge or authority; provide registration packets or other written information, as requested; make phone calls on behalf of faculty and administrators, including reminder calls and/or calls regarding student behavior/discipline to parents;

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contact other departments as necessary to ensure students receive proper services; and answer written inquiries for standard information.

3. Provide administrative support to principals and site staff, or to a site liaison and group of teachers and paraeducators at various site locations throughout the County; plan, coordinate, and organize school office workflow; and serve as a liaison between sites and other agencies.
4. Gather information for, prepare, type, format, revise, complete, print, and/or distribute a variety of school and student-related forms, lists, reports, slips, logs, handbooks, newsletters, announcements, correspondence, memoranda, calendars, schedules, rosters, programs, weekly and other bulletins, requests, and other documents; type from rough notes, drafts, and brief oral instructions; and compose routine correspondence.
5. Enter student information, revise data in databases, and generate reports; collect and compile information for and complete standard federal, state, local, and/or OCDE forms, reports, and records, as assigned; create and maintain accounts for staff and students; and maintain all data in the Student Health billing system as well as Student Data Base Systems.
6. In compliance with established procedures, perform clerical duties related to student attendance, enrollment, discipline, and/or other assigned matters, including one or more of the following: assist in registering and enrolling new students; assist parents in completing enrollment forms; update phone numbers and addresses on registration and/or emergency cards; assemble and/or participate in assembling and distributing enrollment and registration packets; process requests for student transcripts.
7. Open, screen, sort, process, and/or distribute incoming mail and other materials; send and receive faxes; prepare regular and bulk mailings; copy, sort, and collate various documents and materials, including large duplication orders for teachers; may maintain photocopy tally records for teachers; may distribute and post flyers; and may perform routine scheduling duties.
8. Order and maintains inventory of office and classroom supplies and materials; enter data; create and submit work orders for school equipment and facility repairs; follow-up with OCDE departments to ensure timely and appropriate response; ensure cleanliness and organization of school work rooms; perform routine maintenance and repairs to standard school office equipment, including copiers, printers, and/or laminators.
9. Process time sheets for teachers and substitutes; prepare and sends documents to Payroll; assist substitutes and new employees around campus; schedule teacher substitutes as requested by the principal.
10. Establish and maintain a variety of filing systems pertaining to students, operations, and administrative activities; maintain and track purchase orders, invoices, and expenses; initiate contracts for services; create and updates contracts for billing distribution; monitor budget accounts; and record running balances for designated budget categories.
11. Reconcile and record staff attendance and timekeeping information and submit to Payroll; prepare and submit timesheets; post absences; process, coordinate, and monitor staff travel; and maintain confidential personnel and payroll records.
12. Maintain Aeries student databases for student demographics, attendance, grades, discipline, behavior incident reporting, and transcripts; maintain SEIS for Special Education IEP processing and maintenance of student progress reports; and track student bus transportation information and special bus needs.
13. Notify parents, staff, administrators, and student transportation dispatchers during an emergency such as security lockdowns, nearby wildfires, COVID-related shutdowns, etc.; coordinate student

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transportation and bus aide coverage; prepare and send out PWN notices to parents; and file in student cumes as and when necessary.

14. Work closely with the principal in maintaining student class lists according to the student's special needs; schedule students into their classrooms and prepare substitute lessons; monitor staffing needs; and create Personnel Action Notices (PANs) as deemed necessary.

### **OTHER DUTIES**

1. Fill textbook requests by pulling from storage or ordering; order and distribute student practice books; process new adoptions by inventorying, stamping, sorting, and distributing all materials; replace damaged or lost books.
2. Coordinate meetings, trainings, and luncheons; schedule rooms; order food; set up and clean up; coordinate school functions such as graduation ceremonies, prom, and staff planning retreats; and assist in coordinating fundraisers for student scholarships.
3. Provide clerical assistance to teachers for field trips, including making field trip reservations, submitting and following up on transportation requests, completing buy-outs, and other related paperwork.
4. Assist staff with daily office tasks, process workers compensation injury claims, and various in-house paperwork.

### **QUALIFICATIONS**

#### **Knowledge of:**

1. Office administration practices and procedures, particularly as they apply to a school office.
2. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
3. OCDE organization, functions, rules, policies, and procedures applicable to school office operations.
4. Uses and operations of a computer and standard business software, including word processing and spreadsheet; data input and output procedures and functions.
5. Records management, recordkeeping, filing, and basic purchasing practices and procedures.
6. Various cultures and traditions of students served by the school.
7. Customer service practices, including telephone techniques and etiquette.
8. California State Department of Health Care Services rules for billing.
9. Basic accounting and mathematics and financial rules, regulations, laws, and procedures.

#### **Ability and Skill to:**

1. Organize, set priorities, and exercise sound judgment within areas of responsibility.
2. Operate a computer using word processing, spreadsheet, and other business software; operate other standard office equipment.
3. Perform data entry with the speed and accuracy necessary to meet the requirements of the position; type accurately.

4. Interpret, apply, and reach sound decisions in accordance with OCDE and school policies and procedures.
5. Understand and follow written and oral instructions; prepare clear, accurate, and concise records and standard correspondence.
6. Organize and maintain office and specialized files.
7. Communicate clearly and effectively, orally and in writing.
8. Deal with sensitive, difficult, and confidential information and situations.
9. Establish and maintain effective working relationships with administrators, staff, students, parents, the public, and others encountered in the course of work.
10. Must demonstrate attendance sufficient to complete the duties of the position as required.
11. Multitask, prioritize workflow, and complete projects in a timely manner.
12. Maintain and track purchase orders, invoices, supplies, and contracts for services; monitor budget accounts; and record running balances for designated budget categories.

**Education, Training, and Experience:**

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or high school equivalency test, and three years of increasingly responsible office administrative or secretarial experience; or an equivalent combination of training and experience. Experience in a school office or similar environment is highly desirable.

**Licenses; Certificates; Special Requirements:**

Some assignments require background clearance conducted by probation department.

**PHYSICAL AND MENTAL DEMANDS**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class.

**Physical Demands**

Employees must be able to perform the essential functions of the position with or without accommodation. Employees in this classification perform deskwork for extended periods; read written and electronic materials; communicate clearly with those contacted through the course of work (typically in person, on the phone, and via email); and access and operate all required equipment for job duties. The position may include occasional need to traverse uneven surfaces. May move items weighing up to 25 pounds.

**Mental Demands**

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret information; analyze and solve administrative problems; use mathematical reasoning; make observations; learn and apply new information or skills; perform detailed work; work on multiple, concurrent tasks often with frequent interruptions; work under deadlines and meet productivity requirements; and interact successfully with various groups of people encountered in the course of work.

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## **WORK ENVIRONMENT**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. The employee works in a busy school office environment, and the noise level can be occasionally loud.