

SIP ADMINISTRATIVE ASSISTANT

DEFINITION

Under general supervision, assists with the administration of the School Improvement Program (SIP) at a school site; coordinates SIP-related activities among centralized SIP administrative staff, the School Site Council (SSC) and the faculty; provides in-service training for staff and parent volunteers; and performs related work as assigned.

CLASS CHARACTERISTICS

This class provides responsible administrative and secretarial support to the SIP Program at a specified school site. Responsibilities include coordinating the office administrative work of the program and requires significant interface with school staff, volunteers and District management staff. Incumbents also personally perform multiple secretarial duties to ensure that the program functions in an effective and efficient manner. This class is distinguished from School Secretary in that the latter provides secretarial and office administrative assistant to the principal, vice principal and other school site administrative staff directly involved with the instructional program. It is further distinguished from SIP Senior Administrative Assistant in that the latter provides office administrative support to the program on a District-wide basis.

EXAMPLES OF DUTIES

Assists the principal with program budget preparation and administration; monitors SIP expenditures for compliance with budget guidelines; maintains ongoing budget records and prepares reports on a monthly and annual basis.
Assists the principal with preparation of the monthly and annual calendars of SIP activities and deadlines.
Prepares and distributes monthly newsletter and calendar of events.
Schedules and arranges workshops, seminars and programs to provide SIP in-service training for staff and volunteers, coordinates room scheduling and set-up, obtains guest speakers and notifies program participants.
Plans, coordinates and leads monthly School Site Council (SSC) meetings.
Conducts parent information and parent education meetings.
Recruits volunteers from the community to assist in implementing the program at the school site.
Prepares purchase requisitions to order curriculum materials and supplies for SIP.
Provides a resource center for materials; distributes materials as needed.
Types or word-processes all correspondence, memos, reports and other items pertaining to SIP.
Operates a variety of office equipment, including a photocopier, Fax machine and computer to input, access and modify data and to perform word processing.
Organizes and maintains various administrative, reference, and follow-up files; purges files as required.
Performs a variety of related general secretarial duties as required.

QUALIFICATIONS

Knowledge of:

Objectives, regulations and procedures of the School Improvement Program.
Principles and practices of budget preparation and monitoring.
Standard office practices and procedures, including filing, receptionist and telephone techniques and the use of standard office equipment.
Business letter writing and the standard format for reports and correspondence.
Record keeping and filing principles and practices.
Computer applications related to the work, including word processing and basic spreadsheet applications.
Correct English usage, spelling, grammar and punctuation.
Techniques for dealing effectively with the faculty, volunteers and District staff, in person and over the telephone.

Skill in:

Performing a wide variety of secretarial and office administrative duties requiring the use of independent judgment.
Interpreting, implementing and explaining policies, procedures and technical processes related to the SIP program.
Analyzing and resolving office administrative and procedural problems.
Monitoring the program budget and making mathematical calculations quickly and accurately.
Composing, typing or word processing correspondence, reports and other documents independently or from brief instructions.
Developing and presenting training programs to parents, volunteers and staff.
Maintaining accurate records, gathering and analyzing data and preparing reports.
Using sound independent judgment within procedural guidelines.

Communicating effectively orally and in writing.
Establishing and maintaining cooperative relationships with those contacted in the course of work.

Education:

Equivalent to graduation from high school with post-secondary or vocational course work in business, office administration or a related field.

Experience:

Two years of office support, secretarial or general clerical experience. Experience in dealing with the public and working in a school setting are desirable.

Physical Demands:

Must possess mobility to work in a standard office setting and to use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone.

N: 01/82

R: 11/85

R: 02/97

R: 02/03