

TEMECULA VALLEY CHARTER SCHOOL
Administrative Assistant
JOB DESCRIPTION

DEFINITION:

Under general supervision, plans and oversees all fiscal/administrative support, and office services for the central office. Duties include support of administrative staff, planning, calendaring, bookkeeping, and/or other related functions. Directly participates in departmental administrative decision making; implements, and enforces office policies and procedures, and sets workflow priorities and standards. Performs tasks which require advanced skills in organization and planning, in-depth knowledge of school operations and objectives. May, in addition, provide direct, high-level administrative assistance to the Superintendent, principal and other members of the administrative team..

RESPONSIBLE TO: Superintendent
Work Year: 11.5 months

Exemplar DUTIES AND RESPONSIBILITIES:

- Assists in the daily administrative operations of the office including establishing work priorities; assists in resolving problems related to the day-to-day operations of the school.
- Coordinates the execution of program policy, procedures, and operations; monitors compliance with school policies, procedures, regulations, and appropriate laws.
- Coordinates payroll time sheets, sick and annual leave documents, travel reimbursements, purchasing documents, and/or employment documents for faculty, staff, and students with the Business Services Provider.
- As appropriate to the individual position, provides and/or oversees the provision of administrative assistance and support to the Superintendent and Principal, to include problem solving, project planning and management, fiscal management, day-to-day office coordination, and secretarial services.
- Assists with the development and implementation of reporting procedures; assists with maintenance of department records and/or inventories in coordination with the Business Services Provider.
- Performs support in human resources, risk management, credentialing and other computer-based functions such as scheduled and special reports, correspondence, and database management.
- Coordinates department programs, seminars, workshops, travel arrangements, special projects, and/or events; may coordinate program/project development and planning.
- Serve as confidential secretary to Administration; perform a variety of secretarial and office management services of a difficult and complex nature.
- Assist in planning/overseeing events, marketing, enrollment processes
- Transcribe, prepare for distribution and post minutes of regular meetings of the Board of Directors.

- Assists in the preparation for all Board of Director meetings.
- May participate and/or serve on schools committees and task forces.
- Maintains neat and orderly office environment
- Performs miscellaneous job-related duties as assigned.

MINIMUM JOB REQUIREMENTS:

- Prefer college graduate with a minimum of a Bachelor's degree in business, finance, accounting, human resources, purchasing, customer service, or administration. Plus two (2) years of equivalent-level work experience.

KNOWLEDGE, SKILLS, AND ABILITIES REQUIRED:

- Ability to gather data, compile information, and prepare reports.
- Ability to type 50 WPM or more.
- Ability to prepare routine administrative paperwork.
- Knowledge of supplies, equipment, and/or services ordering and inventory control.
- Knowledge of management principles and practices.
- Organizing and coordinating skills.
- Program planning and implementation skills.
- Basic knowledge of finance, accounting, budgeting, and cost control procedures.
- Basic Employee development and performance management skills.
- Ability to analyze, develop, establish, and maintain efficient office work flow and administrative processes.
- Skilled in the use of personal computers and related software applications.
- Ability to foster a cooperative work environment.
- Ability to analyze and solve problems.
- Ability to communicate effectively, both orally and in writing.

DISTINGUISHING CHARACTERISTICS:

Position requires: a) being highly motivated and able to work in a fast paced, ever-changing work environment; b) handling confidential information; c) integrated support coordination with Business Services Provider of all fiscal, administrative support, and operational aspects of a centralized administrative office; d) planning, organization, and control of staffing levels and patterns; e) establishment and implementation of workflow patterns and operating standards across multiple activities; f) participation in strategic budget planning, policy development, and managerial decision making; g) project planning, development, implementation, and control.