



REED UNION SCHOOL DISTRICT POSITION DESCRIPTION

Classified

Senior School Administrative Assistant

Position Overview

This role leads the front office ecosystem, ensures fiscal and regulatory compliance, and fosters an inclusive, welcoming, and efficient environment for students, staff, parents, and the community.

Reporting directly to the site Principal, the Senior School Administrative Assistant serves as the primary operational partner for the school site. The Senior School Administrative Assistant optimizes daily administrative workflows to support the school's educational mission and a highly functioning and welcoming front office environment. The Senior School Administrative Assistant works directly with the site Principal and is evaluated by the Principal.

The Senior School Administrative Assistant leads the school office, ensuring seamless execution of daily school operations while maintaining the highest standards of confidentiality and professional discretion. Regulatory compliance and integrity are essential to this role, which includes safely managing protected student and personnel data, ensuring alignment with district policies, and fostering an inclusive, safe, and efficient environment for students, staff, and the community.

Duties and Responsibilities

- Develops and implements streamlined office procedures
- Manages the School Principal's calendar, correspondence, and confidential files
- Assists in developing schedules
- Provides direction to Office Assistants
- Oversees up-to-date maintenance of all student and employee records
- Prepares school correspondence and other documents
- Oversees school-wide digital communications (bulletins, newsletters)
- Serves as the primary liaison between the public and administration
- Oversees student registration, verifies residency within RUSD, and maintains permanent cumulative and electronic records
- Executes student information system (SIS) needs for scheduling, grading, and discipline reporting
- Monitors the school budget, processes purchase orders, and ensures the timely reconciliation and deposit of site funds and communication with the district's business office.

- Facilitates the procurement and distribution of school-wide supplies
- Oversees campus facilities scheduling
- Administers student locker assignments
- Supports food services operations, including ordering, storage, preparation, meal distribution, and lunch supervision; maintains Food Safety Certification and ensures compliance with health and safety standards.
- Verifies and processes all student forms, paper and electronic (e.g., emergency cards, release from campus, field trips)
- Administers prescribed medications, and maintains student electronic health records, and contacts parents as needed
- Processes student guidance and discipline notifications and records
- Organizes field trips including transportation, scheduling, and payments
- Communicates and coordinates with school bus company
- Coordinates substitute coverage and verifies staff time-reporting for payroll
- Assists in scheduling and coordinating school and community activities
- Assists PTA with distribution and collection/completion of materials
- Answers office phones, directs inquiries to appropriate personnel, takes and delivers messages and schedules meetings/conferences
- Promotes good relations through courteous treatment of the public and prompt attention to concerns
- Ensures words, actions and duties support an inclusive environment for all students, adults and community members, where equity is paramount
- Performs other duties as assigned

Qualifications and Terms of Employment

- At least two years of college or equivalent professional training
- At least four years of varied clerical and secretarial work or beyond
- Knowledge of: Office practices and equipment; business English, correct spelling and math; general computer proficiency.
- Ability to: Establish and maintain effective relationships with students, parents, staff and community members; maintain confidentiality; learn and apply appropriate regulations; work with minimal supervision; perform responsible clerical tasks rapidly and accurately; make decisions based on laws and regulations; assess situations and determine appropriate personnel to respond; take the initiative to perform daily tasks so as to maintain a safe and healthy school environment

Working Conditions

- Environment: Indoor and outdoor instructional environments and administrative offices
- Physical Abilities: Hearing and speaking to exchange information; seeing to perform office tasks as assigned; dexterity of hands and fingers to operate assigned equipment; bending at the waist; kneeling or crouching; ability to stand for long periods; ability to walk long distances; perform lifting, pushing and/or pulling which does not exceed 25 pounds; is subject to inside and outside environmental conditions
- Hazards: Exposure to climatic elements and noise; potential for contact with bloodborne pathogens and communicable diseases; frequent interruptions

