



REED UNION SCHOOL DISTRICT POSITION DESCRIPTION

Classified

School Administrative Assistant

Position Overview

Under the direction of the Senior School Administrative Assistant and the direct supervision of the Principal, the School Administrative Assistant performs essential clerical, operational, and student support.

Duties and Responsibilities

- Maintains daily and monthly student attendance records
- Drafts, formats, and distributes reports, newsletters, and electronic communications
- Distributes incoming mail, messages, flyers, and communications as appropriate
- Answers office phones, directs inquiries to appropriate personnel, takes and delivers messages
- Assists with content management of site website
- Schedules meetings/conferences
- Assists with receiving, storing, and distribution of supplies and materials
- Maintains organized office files, student registration files and student cumulative folders
- Registers new students and enters immunizations and required data fields in the RUSD student information system.
- Requests cumulative files/transfer of School Records for new students
- Updates, gathers and confirms all Proof of Residency for incoming RUSD students
- Produces class lists and labels
- May be responsible for substitute calling
- May be responsible for overseeing the operation of the school lunch program
- Assists with distribution and collection of Foundation and PTA materials
- Assists student health needs, including maintaining medical records, administering first aid/medication, and coordinating with parents and staff
- Supervises playground and classroom during recesses, lunch break, or other times as assigned
- Carries out established behavior and other incentive programs for students
- Promotes good relations through courteous treatment of the public and prompt attention to concerns
- Assists in student locker/lock assignments (at Del Mar)
- Ensures words, actions and duties support an inclusive environment for all students, adults and community members, where equity is paramount
- Substitutes for Senior School Administrative Assistant as needed

- Performs other duties as assigned

Qualifications and Terms of Employment

- Minimum Qualifications:
 - High School Diploma required
 - Associate Degree or higher preferred
 - Two years of college or equivalent professional training preferred
 - Two years of varied and progressively responsible clerical and secretarial work
 - Acquisition of a first aid certificate including CPR training
- Proficiencies:
 - Word processing, data entry, and general computer applications, clerical procedures, and professional business communication (grammar, spelling, and mathematics), use of modern office equipment
- Abilities:
 - Relationship Management: Proven ability to build and maintain professional relationships with students, families, staff, and the community
 - Discretion & Compliance: Strict adherence to confidentiality protocols and the ability to apply relevant laws and regulations
 - Operational Efficiency: Ability to execute complex clerical tasks with speed and accuracy.
 - Critical Thinking: Skill in assessing sensitive situations and delegating issues to the appropriate personnel
- Physical & Environmental Requirements:
 - Comfortable working in both indoor and outdoor settings, including exposure to varied weather conditions
 - Visual acuity to actively supervise and ensure the safety of students
 - High level of proficiency in hearing and speaking to clearly exchange information
 - Ability to stand or walk for extended periods and travel long distances across campus
 - Ability to lift, push, or pull up to 25 lbs
 - Ability to bend, kneel, twist and crouch to provide direct support and assistance to students
 - Manual dexterity to navigate digital interfaces, hardware, and specialized instructional equipment