**JOB DESCRIPTION**

**POSITION TITLE:**  Administrative Assistant I

**DEPARTMENT & PROGRAM:** Assigned Department or Program

**WORK YEAR:** 12 Months\*\*

**SALARY | PLACEMENT:** Range 13/14/15\*

**SUPERVISED BY:** Administrator of Designated Program

**ASSOCIATION:** Classified

**FLSA STATUS:** Non-exempt

\*\*Front Desk at the Clackamas Early Learning Center will be on a 200-day calendar

*\**Placement 14 is for the Heron Creek and front desk at the Clackamas Early Learning Center location-position’s monolingual only

\*If bilingual, 1 additional Range will be added

**GENERAL DESCRIPTION OF THE POSITION:**

The Administrative Assistant I provides secretarial and clerical support to the assigned program, including the maintenance and organization of physical and digital information, records, reports and/or supplies. The position assists in arranging, scheduling and documenting services and regularly communicates with school district and community contacts, requiring use of discretion, tact, diplomacy and judgment. *\*The Administrative Assistant I position at Heron Creek or Clackamas Early Learning Center are school-based positions not located in the central office.*

**DISTINGUISHING FEATURES:**

This is the first level of a three-level series of positions. This position represents the entry-level position and is distinguished from the Administrative Assistant II and Administrative Assistant III positions by its regular interaction with school district and community partners, performance of basic records management and fulfillment of general secretarial duties. This position provides less extensive and technical program support and coordination than the other positions in this series.

**ESSENTIAL FUNCTIONS:**

**Communication:**

1. Represents CESD in a professional manner in all communications
2. Determines and communicates the priority of phone calls, visitors, reports and correspondence with sensitivity and confidentiality
3. Maintains confidentiality regarding all department matters
4. Composes written correspondence for CESD as requested by the supervisor, including spreadsheets, forms and fliers
5. Responds to inquiries and referrals from CESD school district personnel, partners and parents via phone, email or in person

*Heron Creek and Clackamas Early Learning Center: This position requires composure and professionalism in an environment that involves some student management and responding to frequent interruptions*

**Data and Information:**

1. Follows all FERPA (Family Educational Rights & Privacy Act) and HIPAA (Health Insurance Portability and Accountability Act) laws and requirements
2. Updates student and district records using the appropriate student information system
3. Assists in maintaining an internal communication system ensuring administrative, instructional and support personnel are kept current with reliable information, appropriate timelines and necessary resources to meet state and federal reporting requirements

*Heron Creek and Clackamas Early Learning Center: This position supports attendance procedures, including calling families*

**Organization:**

1. Fulfills staff requests for the procurement and/or storage of classroom supplies
2. Maintains the neatness, organization and inventory of department or program materials
3. Assists with meetings and special events as needed
4. Assists in scheduling substitute and temporary employees for classrooms and arranging transportation for students and families

**ADDITIONAL FUNCTIONS:**

1. Follows and supports district and program values, policies, procedures and requirements
2. Works cooperatively and harmoniously with families, co-workers, supervisors, and community partners of diverse backgrounds
3. Maintains professional and technical knowledge by participating in professional development activities
4. Maintains regular communications including checking and replying to work email on a regular daily basis
5. Maintains regular and punctual attendance
6. Performs other duties as may be assigned

*The description contained herein reflects general details as necessary to describe the principle functions of this job, the level of knowledge and skill typically required, and the scope of responsibility, but should not be considered an all-inclusive listing of work requirements. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work periods or otherwise to balance the workload. Employees who hold this position may be asked to perform other duties as assigned.*

**ESSENTIAL COMPETENCIES:**

1. CULTURAL RESPONSIVENESS: Supports an inclusive work and learning environment for children, colleagues, business partners, and community members, where applicable; and actively demonstrates a commitment to provide equitable services to all communities CESD serves.
2. ACCOUNTABILITY: Takes responsibility and ownership for successfully accomplishing work and agency objectives and delivering results. Sets high standards of shared performance for self and others.
3. ACCURACY AND ATTENTION TO DETAIL: Ensures work is thoughtfully completed, accurate, and error-free to the highest degree possible.
4. PLANNING, ORGANIZATION, AND PRIORITIZATION: Assesses the work to be performed and considers how it should be organized and accomplished, with appropriate priorities and realistic time parameters.
5. RECORDKEEPING AND DOCUMENTATION: Gathers, organizes, and maintains records, following confidential information and security protocols as needed. Accurately documents relevant/essential actions, processes, and practices.
6. TEAMWORK: Works collaboratively with others to achieve shared goals and make decisions.
7. COMMUNICATION: Maintains a high standard of written and verbal communication skills, and ability to present to diverse audiences, specifically individuals of differing abilities and racially, ethnically, and socioeconomically diverse communities.

**MINIMUM QUALIFICATIONS:**

**Baseline Education/Experience:**

1. High school diploma, GED or equivalent preparation
2. Recent experience with general office practices and procedures

**Physical/Technical Skills:**

1. Experience using word processing, database and spreadsheet applications
2. Ability to apply program criteria and manage logistics to successfully complete assigned tasks
3. Ability to work independently and use initiative and judgment in accomplishing tasks with general instruction and guidance
4. Ability to manage time and other resources to handle multiple tasks simultaneously
5. Ability to coordinate assignments and work independently, prioritizing tasks to meet deadlines while maintaining accuracy and attention to detail

**Customer Service Skills:**

1. Ability to use written and oral communication skills to explain policies, procedures and projects
2. Ability to interact with employees, clients and the public using discretion, tact, diplomacy and judgment to represent CESD in a professional manner

**PREFERRED QUALIFICATIONS:**

1. Bilingual. Bilingual candidates must pass a language proficiency assessment at an intermediate high to advanced level per CESD guidelines to be eligible for bilingual salary placement

**WORKING CONDITIONS:**

1. Travel required delivering services in multiple sites during day and week throughout the areas served by program
2. Work settings vary from ESD offices, ODE, schools, school districts and stakeholder locations
3. Travel modes can include the use of public transportation
4. Some evenings and weekends may be required for program events

**EQUIPMENT USED:**

1. Personal Vehicles

**PHYSICAL JOB TASK REQUIREMENTS:**

The physical requirements checked are essential to successfully performing the duties associated with this position.

* **Sedentary work**. Sedentary work involves lifting no more than 10 pounds at a time and occasionally lifting or carrying articles like docket files, ledgers, and small tools. Although a sedentary job is defined as one which involves sitting, a certain amount of walking and standing is often necessary in carrying out job duties. Jobs are sedentary if walking and standing are required occasionally and other sedentary criteria are met.
* **\*Light work**. Light work involves lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds. Even though the weight lifted may be very little, a job is in this category when it requires a good deal of walking or standing, or when it involves sitting most of the time with some pushing and pulling of arm or leg controls. To be considered capable of performing a full or wide range of light work, you must have the ability to do substantially all of these activities. If someone can do light work, we determine that he or she can also do sedentary work.

***\*Certain Administrative Programs have more physical demands than others. An “O” is used for LEEP and Heron Creek positions where a difference in frequency of tasks occurs.***

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Never** | **Rare / Intermittent** | **Occasionally** | **Frequently** | **Continuously** |
| Not At All | Less than 1 hour or  1- 5% per day | 1 – 3 hours per day or  6 – 33% per day | 3 – 6 hours per day or  34 – 66% per day | 6 – 8 hours per day or  67 – 100% per day |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Lifting (X = REQUIRED)** | | | | | | | | | | |
| 01-30 lbs |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
|  |  | | | | | | | | | |
| 31-50 lbs |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
|  |  | | | | | | | | | |
| > 50 lbs | **X** | Never |  | Rare |  | Occasionally |  | Frequently |  | Continuously |

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employee may need to: (X = REQUIRED)** | | | | | | | | | | |
| Bend |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
| Climb |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Crawl |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Drive |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Kneel |  | Never | X | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Reach (above shoulder) |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Reach (forward) |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
| Sit |  | Never |  | Rare |  | Occasionally |  | Frequently | **X** | Continuously |
| Squat |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Stand |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
| Twist |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Walk |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Run |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Stairs |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Lying Down | **X** | Never |  | Rare |  | Occasionally |  | Frequently |  | Continuously |
| **Hands may be used for: (X = REQUIRED)** | | | | | | | | | | |
| Grasping |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
| Pinching |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
| Finger Manipulation |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
|  | | | | | | | | | | |
| **Wrists may be used for: (X = REQUIRED)** | | | | | | | | | | |
| Twisting/Turning |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
|  | | | | | | | | | | |
| **Pushing/Pulling: (X = REQUIRED)** | | | | | | | | | | |
| 01-30 lbs |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| 31-50 lbs |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |
| > 50 lbs | **X** | Never |  | Rare |  | Occasionally |  | Frequently |  | Continuously |
|  | | | | | | | | | | |
| **Carrying: (X = REQUIRED)** | | | | | | | | | | |
| 01-30 lbs |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Description | Objects carried, for a maximum distance of 30 feet, include school supplies, teaching materials, and food items. | | | | | | | | | |
| 31-50 lbs |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Description |  | | | | | | | | | |
| > 50 lbs | **X** | Never |  | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Description |  | | | | | | | | | |
|  | | | | | | | | | | |
| **Environment Exposures (X = REQUIRED)** | | | | | | | | | | |
| Chemical Contact |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Moving Objects |  | Never |  | Rare | **X** | Occasionally |  | Frequently |  | Continuously |
| Noise |  | Never |  | Rare |  | Occasionally | **X** | Frequently |  | Continuously |
| Safety Equipment | **X** | Never |  | Rare |  | Occasionally |  | Frequently |  | Continuously |
| Wetness |  | Never | **X** | Rare |  | Occasionally |  | Frequently |  | Continuously |

**MENTAL JOB TASK REQUIREMENTS:**

The mental functions checked are essential to successfully performing the duties associated with this position.

**X = Requirement | ☐ = Not Required**

**REASONING ABILITY:**

**X** Complete routine, repetitive tasks with simple instructions

**X** Follow detailed instructions that require few changes

**X** Follow detailed procedures with several potential variables

**X** Accurately interpret behaviors and nonverbal communication and act on decisions

**X** Demonstrate logical or deductive thinking

**X** Provide creative, innovative solutions to job problems

**CALCULATIONS:**

**X** Perform simple copying, addition, counting, subtraction

**X** Perform multiplication and division

☐ Understand the metric system and conversions

**X** Manipulate fractions, decimals, and percentages

**X** Understand and use statistics

☐ Understand and use charts and graphs

☐ Understand and use advanced mathematics

☐ Understand the theoretical application of statistics and complex math

**LANGUAGE:**

**X** Read and understand product labels, policies written at the 10th grade level

**X** Follow verbal or demonstrated instructions

**X** Explain simple directions, copy data from one form to another

**X** Complete form letters or answer routine correspondence

**X** Compose correspondence independently

☐ Read and interpret complex technical material

☐ Speak and understand a second language

**X** Prepare complex reports and documents

**X** Speak with individuals and small groups in an articulate manner

☐ Speak at meetings and before groups in an articulate manner using prepared materials and on a spontaneous basis

By signing below, I indicate that:

1. I have been given the opportunity to thoroughly read the job description above,
2. I understand that I may request an accommodation to perform the essential functions of the position, and
3. I can perform the essential functions of this position without accommodation.

Print Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_

*Clackamas Education Service District is proud to be an equal opportunity workplace. We respect and seek to empower each individual and support the diverse cultures, perspectives, skills and experiences within our workforce along with the students and families that we serve.*