

Leroy Greene Academy

JOB DESCRIPTION

Title: Administrative Support Manager

Reports to: Principal or Designee

Salary Grade: A - Confidential

Classification: Secondary Schools Level

FLSA: Exempt

Work Year: 248 Days

Council Ratified: 1/18/2019

Descriptions are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Assists the Principal/Directors by performing complex administrative tasks and coordinating and participating in workflow and clerical support activities of the school.

DISTINGUISHING CHARACTERISTICS

The Confidential Administrative Support Manager supports the Principal/Directors and requires both supplemental training and experience. To advance to Confidential Administrative Support Manager, incumbents would be expected to have a minimum of two years of experience as an Administrative Assistant or equivalent position, to learn the unique operations of the function served, as well as the following demonstrated competencies: the ability to work independently in a high volume office environment and respond proactively to the needs of the school community and staff; ability to organize, coordinate, evaluate and carry out administrative duties and pay close attention to detail; proficiency in word processing, spreadsheet and database; ability to coordinate projects requiring information from other sources.

SUPERVISION RECEIVED AND EXERCISED

- Receives direction from the Principal or the Directors in the absence of the Principal
- No direct supervision or evaluation of certificated employees
- Direct supervision/evaluation of support staff positions, as assigned by Principal/Designee

ESSENTIAL FUNCTIONS

Essential responsibilities and duties may include, but are not limited to, the following:

- Performs varied and responsible technical and secretarial duties to assist in the processing and completion of school operations.
- Coordinates, supervises, and monitors special projects, assignments and activities as assigned including data input, analysis, and distribution to appropriate department.
- Manages office routines and serves as a trainer and evaluator to Leroy Greene Support Staff.
- Receives complaints and determines whether to initiate action to resolve the problem or to refer to appropriate person.
- Coordinates travel arrangements, and reimbursements.
- Attends a variety of meetings to take minutes as assigned. May serve as recorder at Executive Council Meetings, preparing agendas and minutes.
- Prepares Executive Council agenda items.
- Assists in the preparation and monitoring of the school's budget. Organizes budget and financial material to monitor expenditures and income, recommending and instituting school budget revisions when necessary.
- Acts as liaison and coordinates with professional firms and services.

- Assists parents with the completion of registration materials. Provides brief orientation to new parents and students.
- Schedules and coordinates the Principal/Directors' calendar and appointments. Confirms appointments, conferences and related meetings.
- Prepares department handbooks, brochures, etc.
- Arranges committee and other meetings, as needed, preparing agendas and minutes for approval and distribution.
- Processes administrative details not requiring the immediate attention of assigned administrator such as dealing with sensitive requests for information with discretion and processing work orders and purchases, labor, inventory adjustments, and independent contracts
- Composes correspondence independently or from oral instructions. Also, types confidential material including letters, reports, bulletins, memoranda, and other documents.
- Ensures the timely distribution and receipt of a variety of records and reports. Requests or provides information as necessary to assure completeness and accuracy.
- Initiates directions to others regarding posting of attendance and grades, and business affairs such as inventory, cash receipt and other specialized records.
- Maintains school website.
- Operates modern office equipment, such as word processors, computers, copiers, etc.
- Prepares and maintains a variety of specialized files, records, and reports regarding student attendance, tardiness, truancy, suspension, discipline, health, lunch count, student cumulative information, and registration. Assures confidentiality of specified records.
- Provides information and assistance to school personnel or the public in a variety of matters requiring a detailed knowledge of rules, procedures, policies, precedents and activities.
- Types a variety of material of a confidential nature, including letters, reports, bulletins, memoranda, and other documents.
- Assists the principal in:
 - obtaining substitutes,
 - attendance work as required,
 - distribution, packaging, and filing of tests as assigned,
 - loading test scores into database,
 - ordering, storing and issuing office supplies,
 - various bookkeeping assignments,
 - posting attendance, cumulative grades, inventory, cash receipt and other specialized records,
 - receiving, sorting and distributing incoming mail,
 - independently answering inquiries for information,
 - registering and enrolling students and maintaining student demographic information,
 - scheduling and coordinating school and community activities held at the school,
 - taking and transcribing dictation, including minutes of meetings
- Performs other duties as assigned by the principal.

QUALIFICATIONS

Knowledge of:

- Requires strong working knowledge of modern office practices, procedures and equipment, including complex filing systems, receptionist and telephone techniques and letter and report writing and generation.
- Requires a thorough knowledge of those activities associated with accounting, budget, statistical record keeping, staff administration, and confidential record keeping.
- Must be skilled in using various standard office machines, including computers and software specifically related to the position's work activities.
- Must have organizational skills to the level necessary to provide appropriate copies of codes, regulations, and documents as required.
- Requires a thorough knowledge of proper English usage, grammar, spelling, punctuation and basic arithmetic skills.

- Must be skilled in using and troubleshooting various standard office machines, including personal computers with word processing, database, desktop publishing and spreadsheet applications.

Ability to:

- Requires the ability to perform all of the duties of the position efficiently and effectively. Must be able to coordinate and perform office, secretarial and clerical work with speed and accuracy. Must be able to learn, interpret, explain and apply school policies, rules and objectives. Requires ability to analyze situations and accurately adopt an effective course of action. Requires ability to analyze data, reach sound conclusions and communicate same both in oral and written formats. Requires the ability to plan, prioritize and lead work in order to meet schedules and timelines. Requires the ability to interpret, apply policies and regulations. Must be able to work with minimal supervision in a manner conducive to proficient performance. Must be able to write and maintain records according to standards required of the position. Position requires sufficient communication abilities to effectively interact both on a formal and informal basis with school personnel, community and business representatives.

Essential functions require:

- Mobility to move to counter, files and other areas of the school or office
- Sufficient vision to see small print
- Sufficient hearing to hear normal and telephone conversations
- Sufficient dexterity to write, operate personal computer, telephone, and other business machines.
- Pushing and/or pulling
- Climbing
- Stooping and/or kneeling
- Reaching

EDUCATION & EXPERIENCE

- High School diploma or equivalent supplemented by course work in secretarial science or a related business field desired
- Minimum of five (5) years of varied secretarial and clerical or office management experience, with three (3) years of increasingly responsible clerical experience, including at least one year of secretarial experience in a school district, preferred

WORK ENVIRONMENT

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The noise level in this work environment is normally moderate.