



# KIN DAH LICHÍ'Í ÓLTA'

## POSITION DESCRIPTION

Approved: 11/9/2015

<b>TITLE: Administrative Assistant</b>	<b>EMPLOYMENT: 12 Months</b>
<b>CLASSIFICATION: Non-Exempt</b>	<b>CATEGORY: Classified</b>

**GENERAL STATEMENT OF RESPONSIBILITIES:** Under the supervision of the **Principal**, performs a full range of secretarial and administrative office work of considerable difficulty requiring the application of technical/administrative knowledge and the exercise of initiative, independent judgment, and decision-making; resolves problems; and performs related work as assigned.

### **I. Minimum Qualifications:**

- High School diploma and Associate of Arts degree.
- Four years of progressive office operation experience related to area of assignment.

### **Preferred Qualifications:**

- Experience with Native American Student Information System (NASIS) and enrollment/attendance requirements.
- Experience with various assessments, such as, DIBELS, AZ Merit, AZELLA, SAT10, and NWEA.

### **Special Requirements:**

- Possess a valid Arizona Driver's License.
- First Aid and CPR Certification is required within 30 days of hire.
- Must pass criminal background checks by Navajo Nation, State, and Federal.

### **Knowledge, Skills, and Abilities:**

- Knowledge of and skilled in interpreting and applying Federal, State, Local laws, policies, codes, and statutes.
- Knowledge of and skilled in office management, customer service, and administrative support principles, practices and procedures including Family Educational Rights and Privacy Act.
- Knowledge of budget procedures and financial recordkeeping.
- Knowledge of Navajo language and culture.
- Skilled in records management and data entry.
- Skilled in working under pressure to meet timelines and handling multiple, changing priorities
- Skilled in use of office and school equipment, including computer-based technologies.
- Skilled in communicating effectively, both orally and in writing.
- Skilled in establishing and maintaining harmonious working relationships with those contacted in the course of work; demonstrating tact, diplomacy and patience.

### **II. Duties And Responsibilities:**

- Performs daily office operation including answering telephones, handling inquiries and complaints, greeting visitors, maintaining supervisor's, school and assessment calendars, scheduling appointments and facility use, and arranging events.

- Prepares and processes documents, correspondence, reports, logs, rosters, requisitions, handbooks, timesheets, and other materials.
- Performs data entry of student information into NASIS.
- Registers and withdraws students including requesting records of new students, monitoring student attendance and absences, and communicating with teachers and parents and guardians regarding attendance.
- Designs and maintains various files and databases including permanent cumulative student records, and ensures all records are secure, confidential and up-to-date.
- Performs inventory and property control functions for office supplies and equipment, and orders and dispenses supplies as needed.
- Manages mail and including maintaining mail regulations, procedures and information.
- Issues and manages daily breakfast and lunch tickets including depositing funds to Business Manager.
- Distributes pay checks to employees including calculating, auditing, and balancing employee time and leave records.
- Orients new staff in school and office procedures and issues materials.
- Provides minor first aid, arranges for care of ill or injured students in absence of Health Office Assistant.
- Assists in compiling, researching and maintaining data needed to assist school and staff in improvement plan, Native Star, North Central Accreditation, and funding applications.
- Manages the Navajo Nation Foster Grandparents Program including time and attendance.
- Participates in professional development and in-service trainings.
- Adheres to all Kin Dah Lichi’I Olta’ policies and regulations.
- Performs other duties as assigned, in example, takes Governing Board minutes in absence of Personnel Technician/OA.

**III. Supervision Received By:** Principal

**IV. Working Hours:** In accordance with Board policies

**V. Evaluation Procedure:** In accordance with Board policies

#### CERTIFICATION

I certify that I will perform the duties and responsibilities of this position and its organizational relationships, and that the position is necessary to carry out Kin Dah Lichi’i Olta’, Inc. Governing Board of Education functions for which I am responsible. This certification is made with the acknowledgement that this information is to be used for statutory purposes relating to appointment and payment of public/federal funds, and that any false or misleading statements may constitute violations of such statutes and their implementing regulations, or school policies.

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Employee

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_  
Immediate Supervisor