

OCEAA Job Description: Administrative Assistant

Normal Schedule: Monday - Friday – (20 hours per week)

Reports to: Executive Director

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**JOB SUMMARY:** Administrative assistant is responsible for supporting front office staff and Administration by performing administrative duties to support them for other duties; increasing efficiency and accuracy to daily duties.

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**DUTIES AND ESSENTIAL JOB FUNCTIONS**

Include the following. Other duties may be assigned:

1. Execute administrative functions to various departments.
2. Assist and support office team in administrative daily tasks.
3. Organize and support relevant databases, including data entry.
4. Cover front office assistants during lunch breaks and or during absences.
5. Greet visitors warmly to the school, answer questions and ensure appropriate sign-in if visitor enters the building for any reason.
6. Translate documents from English to Spanish in an efficient manner.
7. Communicate effectively and professionally with staff, students and parents in Spanish and English.
8. Answer the telephone and transfer calls or take messages and direct to appropriate individual.
9. Receive and distribute mail and packages.
10. Multitask effectively while staying on task during constant flow of interruptions.
11. Support external communications.
12. Render First Aid treatment to injured and ill students.
  - a. Sterilize, disinfect and bandage minor cuts, abrasions and burns.
13. At times, may give prescribed medication specifically for students by medical authority.
  - a. Follow the controlled procedure closely.
  - b. Contact parents, legal guardian or other responsible parties of ill or injured students.
14. Work as a team player with staff.
15. Perform other tasks as assigned by immediate supervisor.
16. Conduct research on variety of different projects.
17. Procurement and inventory support.

**REQUIRED QUALIFICATIONS**

1. First Aid & CPR certifications/TB Clearance.
2. High school diploma or GED with courses in general office procedure or an acceptable combination of education and experience.
3. Knowledge of Principles, methods, and practices of First Aid.
4. Bilingual in both English/Spanish.
5. Ability to be flexible and revise priorities based on requirements of school.
6. Ability to handle upset children and adults in a kind manner.
7. Basic computer literacy.
8. Ability to type 50 words per minute using both hands.
9. Ability to sit, stand, climb stairs, lifting up to 25 lbs., bend, pull, push, carry, walk and operate equipment.
10. Excellent organization, time management and follow-up skills.
11. Ability to work under minimal supervision.

**PREFERRED QUALIFICATIONS**

1. Two-year experience performing a variety of general office and clerical work.
2. Detail oriented.
3. Excellent customer service.

SALARY RANGE: \$14.00-\$16.00/hour

**EMPLOYEE ACKNOWLEDGEMENT:**

**I acknowledge that I have received and read my Job Description. I further understand that my job or position may change at any time with or without an updated job description and additional instructions from my supervisor/manager may substitute for an updated description. I further acknowledge that questions about my job, job description or job performance should be directed to my supervisor/manager or the Human Resource Department.**

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**Employee Name (Please Print)**

\_\_\_\_\_  
**Employee Signature**

**Date**

\_\_\_\_\_  
**Supervisor Name (Please Print)**

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**Supervisor Signature**

**Date**