

School Administrative Assistant

School Administrative Assistants (SAA) performs responsibilities as listed in the Class Description. She/he supervises personnel and is responsible for all offices and clerical staff responsibilities of the school. Positions at elementary and secondary schools are similar with slight differences which may include:

Elementary Schools

- Assists administrators with clerical duties in a high traffic school main office
- Utilizes District software including ISIS, SIS, IFS GUI, and Welligent
- Maintains the Master Calendar
- Handles and maintains the Imprest Account with the approval of the responsible administrator
- Handles and maintains the Student Body and is responsible to make sure that policies and procedures are followed in reference to the Student Body
- May be required to assist the administrator with the clerical aspect of handling the school budgets
- P-card holder and responsible for all clerical procedures related to the P-card

Secondary Schools

- Assists administrators with clerical duties in a school main office or welcome center and supervises and/or coordinates clerical support in other offices such as the Counseling office, Deans' office, Attendance office, Bilingual office, Title 1 Office, etc
- Utilizes District software including SSIS, SIS, and IFS GUI
- Maintains more detailed cumulative records than the records at the elementary school level
- Prepares and oversees payroll
- Prepares specialized reports including, but not limited to, Annual School Program Survey, Certificated Personnel Organization, Classification Report, Estimate of Enrollment, Graduation Information, Statistical, Teacher Transfer List, and Termination Report on Employees

For further information and training opportunities regarding School Administrative Assistants, please visit <http://classifiedtraining.lausd.net>.