



PERSONNEL COMMISSION

Organizational Excellence Classified Training Branch

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Phone: 213-241-3440 Fax: 213-241-8450

Q. What is the Role of the SAA?

- A. The SAA manages a school office, performs administrative assistance for a school administrator and is responsible for the supervision of the clerical activities of a school.

Q. What kind of Administrative Assistance does the SAA provide to the Principal?

- A. The SAA may be required to do the following:

- Compose correspondence
- Arrange or maintain appointments for the principal
- Confidential clerical work
- Answer or refer inquiries to the appropriate person
- Screen principal's phone calls as needed
- Open and route school and US mail
- Greet visitors and customers
- Maintain the master calendar
- Provide new employee orientation
- Create and provide clerical responsibilities for office staff
- Create personnel folders for all employees
- Supervise the implementation of clerical procedures
- Assist the principal with budget accounting
- Perform clerical duties in relation to Imprest and Student Body
- May be the P-card holder
- Other duties as assigned

Q. Who supervises the clerical staff?

- A. The SAA directly supervises all clerical personnel in the school. The Administrator provides general supervision to clerical staff.

Q. Who is the main time reporter at a school?

- A. The SAA is usually the primary time reporter and must have a time reporter back up. This task may be delegated, but the School Administrative Assistant has the responsibility to oversee and review the payroll for any errors and make sure those corrections are done prior to the Principal's approval.

Q. As a time reporter, what are the responsibilities of the SAA?

- A. Make sure that time reported is accurate and it matches the time cards. Collect all absence forms, file with payroll records and insure time cards are marked appropriately for auditing purposes.



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Q. Why is it important to go into Inside LAUSD?

- A. It is very important, because updates and revisions of bulletins, memorandums, reference guides and manuals are posted regularly. As an SAA it is very important to stay informed of all changes in policies and procedures.

Q. How often should I go into inside LAUSD?

- A. It is advisable to go into inside LAUSD every day, if that is not possible, then at least every other day.

Q. Why is it important to create job descriptions for clerical staff?

- A. It is a good practice to have job descriptions for the clerical staff because it helps them know what their roles and responsibilities will be.

Q. Is it a good practice to cross train the clerical staff?

- A. Yes, to ensure that your office runs smoothly and to be able to provide better service to your school community members.

Q. Who is responsible for calling the Sub Unit when a teacher is absent?

- A. It is the teacher's responsibility to call the sub unit when they are going to be absent. If for any reason the teacher is not able to call for a substitute, then the SAA should call for a sub and make sure that the class is covered until the substitute arrives.

Q. What is a P-Card?

- A. P-Card is a corporate credit card that allows schools to make purchases in a faster way. There are two types of P-Cards – one with a spending limit of \$3,000 per single purchase, or two cards with a spending limit of \$1,500 each per single purchase.

Q. What is an Imprest Account?

- A. It is a checking account that is housed at the local school and the Principal is fully responsible for the account and the only authorized signature on the checks and purchases must be under \$1,000 per item. For more information refer to [REF- 1706.4](#) Imprest Funds, dated September 15, 2015.

Q. What is a Student Body Account?

- A. This is another checking account housed at the local schools and the principal is the trustee for this account. It must have 3 signatures on file at the bank. The money in this account is fundraised from the students and must be spent on activities that will benefit all the students only. For more information download [Publication 464](#) – Student Body Policies and Accounting Procedures – Elementary Schools from Inside LAUSD.



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Q. What is the role of the SAA during ESY (Extended School Year) for Special Ed.?

A. The role of the SAA does not change; SAA provides administrative assistance to the ESY administrator. Supervises and/or performs the clerical work in the office. Makes sure all ESY reports are done and sent to local district and process payroll for all staff.

Q. What is the role of the SAA during Intervention /Intersession?

A. The SAA role remains the same. An SAA provides administrative assistance to the administrator or coordinator in charge of the program. SAA may delegate to a clerical person to provide the clerical support to the Intervention or Intersession Programs.

Q. What is the difference between Intervention and Intersession Programs?

A. **Intervention** – is a program that can be done after school or on Saturdays for Traditional Calendar schools.

Intersession – is a program that is offered in between tracks – at Year Round Schools.

Q. Why is it important that I attend the SAA Meetings at my local district?

A. Because these meetings provide you with professional development as well as networking opportunities.



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