

SECONDARY ATTENDANCE OFFICE ORGANIZATION AND PROCEDURES MOST FREQUENTLY ASKED QUESTIONS – PAGE 1 OF 2

Q. What is the definition of a School Administrative Assistant?

A. The School Administrative Assistant manages the school office, provides administrative assistance to the school administrator/s and is responsible for the supervision of the clerical activities of the school.

Q. What kind of administrative assistance does a School Administrative Assistant provide?

A. The SAA may be asked to:

- Arrange or maintain appointments
- Provide new employee orientation
- Supervise the implementation of clerical procedures
- Assist administrators with clerical duties and responsibilities for different offices
- Create and provide job descriptions for clerical staff
- Prepare and update the master calendar of activities
- Create personnel files for employees
- Facilitate confidential clerical work
- Compose principal's correspondence
- Answer or refer inquiries made by students, parents, staff and community
- Screen principal's phone calls if needed
- Open and route school and U.S. mail
- Receive visitors
- Other duties as assigned

Q. How important is it to go into MyLAUSD as the School Administrative Assistant?

A. It is very important to go into MyLAUSD daily or at least two or three (2 or 3) times a week. Updates and revisions of bulletins, manuals and guides are posted regularly. We need to stay apprised of all the changes in policies and procedures.

Q. Does the School Administrative Assistant supervise all clerical staff?

A. The School Administrative Assistant directly supervises all clerical personnel in his/her office. The School Administrative Assistant also provides functional supervision over all clerical staff in other offices. An administrator/coordinator usually provides general supervision to clerical staff.

Q. Is it the responsibility of the School Administrative Assistant to create job descriptions?

A. It is a best practice to have job descriptions for each of your clerical staff members. It will help with the organization of your offices and the clerical staff will know what their roles and responsibilities will be.

Q. Is the School Administrative Assistant responsible for doing the payroll? A. The School Administrative Assistant is usually the primary time reporter. Payroll may be delegated, but the School Administrative Assistant has the responsibility to oversee and review payroll for any errors or corrections prior to the principal's final approval.



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Q. As the School Administrative Assistant, am I responsible for keeping track of all employees' absences?

A. Yes, for payroll and for auditing purposes. When an employee is absent, a benefit form must be completed and submitted for approval. The benefit must be recorded on the time card and reported in BTS.

Q. What is the School Administrative Assistant's role when a teacher needs class coverage during the day for example, an early departure for a doctor's appointment, an Individualized Education Program (IEP) meeting or unfilled classes?

A. The School Administrative Assistant's responsibilities are to find a substitute teacher or a regular teacher with a conference period to cover the class for the absent teacher.

Q. When a teacher is out ill does the School Administrative Assistant call for a substitute?

A. It is the responsibility of the teacher to call for a substitute teacher when they are going to be absent. When an unforeseen emergency arises, the School Administrative Assistant should call for a substitute.

Q. Does the School Administrative Assistant need to know how each office operates and what procedures should be followed?

A. A best practice is for all School Administrative Assistants to have knowledge about the operations of each office and to know LAUSD policy and procedures.

Q. Is it a good practice to cross train clerical staff at secondary schools?

A. Yes, it is a very good practice to cross train all clerical staff. This gives you and your staff the opportunity to learn together about the other offices and how you can better serve your school community.

