



SCHOOL ADMINISTRATIVE SERVICES ASSISTANT II (SASA II)

CONTRACT IS FOR SY 2021-2022 ONLY, BUT MAY BE EXTENDED

Ka'ōhāo School believes that we must teach to the whole child. In addition to the core academic subject areas, our students have the privilege of also engaging in art, physical education, technology, library, music and Papa 'Ike Hawai'i as part of their Ka'ōhāo School experience. We currently have an opening for a School Administrative Services Assistant II that will help us to further this mission.

HOW TO APPLY

Please submit the following 4 items by **FRIDAY, FEBRUARY 4, 2022**. Please submit all materials. Incomplete applications will not be considered.

- Resume or CV
- Cover Letter (including why you are interested in this position)
- Contact Information for 3 References
- Letter of Recommendation

JOB DESCRIPTION

- **SCHOOL ADMINISTRATIVE SERVICES ASSISTANT II** - \$3,557 per month (SR-14, 12-month, 8-hour workday).
- **School Administrative Services Assistant II**

Serves as the chief administrative services assistant to the principal of a small elementary school with responsibility for planning, directing, coordinating, facilitating and/or providing a variety of administrative services and support functions in a school.

Interpret and apply school, DOE, and State rules, regulations, policies, and procedures to varying situations; conduct and coordinate administrative and support functions such as: fiscal and inventory record keeping; secretarial services to the principal; maintenance of staff records and reports (including personnel matters); duplicating, purchasing, informational, and other services to teachers, staff members, parents, and the general public; informational, advisory, and related services to students relative to procedures, rules, regulations, etc.; maintains considerable personal contacts with students, faculty, staff, higher-administrative levels, parents, individuals, community groups, and the business community.

Examples of Duties: Assists the principal with daily administrative office services functions by: planning, arranging for and/or providing office support and related services to meet priorities; greeting and ascertaining the purpose of callers and assisting or referring them as necessary; answering or referring inquiries on policies, regulations, procedures and activities of the school and the State; contacting parents, departmental offices, other governmental agencies, business concerns and community groups for information required by the school or to disseminate information; reviewing and distributing incoming correspondence, curriculars and other materials; composing standard and routine letters; informing the principal of matters requiring his immediate attention and concerns relative to appointments, commitments and deadlines; organizing and maintaining office files; maintaining personnel records for the staff; processing payroll and performing related work; collecting cash, maintaining a variety of standard fiscal records and posting and summarizing financial data to report forms; preparing and submitting purchase orders and/or requisitions, checking goods received against invoices and maintaining pertinent records; maintaining inventory records, performing physical inventory and completing report forms; maintaining student records, gathering maintaining and compiling information for business office and student service reports; operating and arranging for the servicing of a variety of standard office machines; typing letters, reports, schedules, bulletins and other material, cutting stencils, duplicating and distributing a variety of material; and instructing, assigning and reviewing the work of students assigned to the office. May supervise clerical personnel and may take and transcribe shorthand dictation.

QUALIFICATIONS

- ***Two years of general work experience*** – work that involved skilled typing using a computer to perform a variety of clerical work such as correspondence, reports, etc; knowledge of English grammar, spelling, and arithmetic; operate various kinds of common office equipment; the ability to read and understand oral and written instructions; carry out procedures; speak and write simply and directly; proofread words and numbers quickly and accurately.
- ***One year of specialized work experience*** – clerical experience in a Hawaii public school setting in the capacity of chief clerical assistant to the principal. Experience must have involved the performance of administrative office services and support functions of a school.

PAY AND BENEFITS

- \$42,684 per year
- Paid Holidays, Paid Vacation Leave, Paid Sick Leave, Eligibility for the State Health/Life Insurance, Flexible Spending Accounts, Retirement Plan, Right to Join Union and Collective Bargaining (HGEA BU04)