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Class Specifications for the:

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT SERIES

**Series Definition:**

This series includes all positions, the duties of which are to assist a public school principal by planning, organizing, coordinating, directing and performing a variety of administrative services and support functions in a school.

The work of school administrative services assistants differ from that of other related classes in that a school administrative services assistant:

1. Works in a school setting as the chief administrative services assistant to the principal and is, therefore required to understand, interpret and apply school, Department of Education and pertinent State rules, regulations, policies and procedures to varying situations.
2. Is responsible for the conduct and coordination of all or various combinations of the following typical administrative services and support functions:
  - a. Fiscal and inventory record keeping and reporting and other business-type activities.
  - b. Secretarial-type services to the principal.
  - c. Registration of students, preparation and maintenance of records and reports.
  - d. Maintenance of teacher and other staff records, reports, etc. (Including all personnel and related matters).
  - e. Duplicating, purchasing, informational and similar services to teachers and other staff members.
  - f. Informational and related services to individual parents, PTA officers and the general public.
  - g. Informational, advisory and related services to students relative to procedures, rules, regulations, etc.

3. Maintains considerable personal contacts with students, faculty, staff, higher-administrative levels of the Department of Education, parents, individuals, community groups, and the business community.

The levels of the classes in this series are established on the basis of the following combination of factors:

1. Nature, variety and scope of work activities which are reflected by combinations of the following:
  - a. The level of the school inasmuch as it is a reflection of the intensity of school program activities (academic, vocational, athletic, extra-curricular and business) which vary at each level. In this series, the level of the school is determined by the terminal grade of the school. Elementary refers to a school where the terminal grade is grade 5 or 6. Intermediate refers to a school where the terminal grade is grade 8 or 9. High school refers to a school where the terminal grade is grade 12. Schools which include more than one level (e.g. grades Kindergarten to 12; Kindergarten to 8; or grades 7 to 12) are evaluated by the terminal grade. This reflects the weight of emphasis and intensity of the programs and activities at each of the levels in the schools.
  - b. The nature and extent of administrative services and support functions for which the school administrative services assistant is responsible.
  - c. The enrollment of the school.
2. Supervision exercised.
3. Knowledge and abilities required.
4. Nature of supervision exercised over the work.
5. Purpose and nature of person-to-person work relationships.

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT I  
(SCHOOL ADM SVCS ASST I)

8A.837

**Distinguishing Characteristics:**

This is the entry-level class in this series. Although the incumbent of a position in this class generally has had little or no previous work experience in a school setting, the incumbent is experienced in the independent performance of general clerical work. Such a position performs the administrative office services and support functions of a school while concurrently learning applicable policies, procedures, regulations, work methods, etc. A position in this class initially receives close supervision and instructions and/or assistance from a higher-level school administrative services assistant located at a neighboring school for those situations which require knowledge of school, Department of Education and pertinent State rules, regulations, policies and procedures.

**Examples of Duties:**

Assists the principal with daily administrative 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, the Department of Education 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 and secure cooperation; reviewing and distributing incoming correspondence, circulars and other materials; composing standard letters; informing the principal of matters requiring immediate attention and concerns relative to appointment, commitments and deadlines; organizing and maintaining the office files; maintaining personnel records for the staff; collecting cash, maintaining fiscal records, and completing reports on expenditures and fund balances; preparing, compiling and submitting purchase orders, checking against invoices and maintaining records of purchases; maintaining inventory records, performing physical inventory, and completing report forms; maintaining student records and compiling required data; operating and maintaining a variety of standard office machines; typing letters, reports, schedules, bulletins and other material; cutting stencils, duplicating and distributing a variety of material; instructing students assigned to the office; assigning and reviewing their work. May supervise clerical personnel and may take and transcribe shorthand dictation.

**Knowledge and Abilities Required:**

Knowledge of: Office practices and procedures; operation of standard office machines; grammar, punctuation, spelling and word usage; arithmetic.

Ability to: Deal effectively with students, parents, teachers and members of the general public; learn, interpret and apply school, Department of Education and State policies, rules and regulations to varying situations; understand and follow oral and written instructions; maintain accurate fiscal and related records; operate calculating and adding machines; type accurately from plain or corrected copy at the rate of 40 words per minute; compose standard correspondence; organize and complete required tasks including organizing, assigning and reviewing the work of students and/or clerical personnel. Certain positions may require the ability to take and transcribe shorthand dictation at the rate of 80 words per minute.

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT II      8A.839  
(SCHOOL ADM SVCS ASST II)

**Distinguishing Characteristics:**

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

**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, the Department of Education 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, circulars 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.

**Knowledge and Abilities Required:**

Knowledge of: Office practices and procedures; operation of standard office machines; State and Department of Education policies, rules, regulations and requirements as they relate to school operations; grammar, punctuation, spelling and word usage; arithmetic.

Ability to: Deal effectively with students, parents, teachers and members of the general public; interpret and apply school, Department of Education and State policies, rules and regulations to varying situations; type accurately from plain or corrected copy at the rate of 40 net words per minute; compose standard and routine correspondence; organize and complete required tasks including organizing, assigning and reviewing the work of students and/or clerical personnel. Certain positions may require the ability to take and transcribe shorthand dictation at the rate of 80 words per minute.

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT III      8A.840  
(SCHOOL ADM SVCS ASST III)

**Distinguishing Characteristics:**

Serves as the chief administrative services assistant to the principal of a moderate to large elementary school, a small to moderate intermediate school or a small high school. A position at this level may include the supervision of a clerical subordinate.

**Examples of Duties:**

Assists the principal with daily administrative services functions by: planning, supervising and/or providing office support and related services to meet priorities; supervising and/or participating in 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, the Department of Education 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 and secure cooperation; reviewing and distributing incoming correspondence, circulars and other material; composing routine and special letters; informing the principal of matters requiring immediate attention and concerns relative to appointments, commitments and deadlines; establishing, organizing and maintaining office files; maintaining personnel records for the staff; processing payroll and performing related work; registering students and maintaining student records; collecting cash, maintaining a variety of 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; assisting officers of student clubs and other class or school organizations with record keeping, purchases, etc.; gathering, maintaining and compiling information for business office and student service reports; operating and maintaining 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.

**Knowledge and Abilities Required:**

Knowledge of: Office practices and procedures; office management; operation of standard office machines; State and Department of Education policies, rules, and regulations and requirements as they relate to school operations; grammar, punctuation, spelling and word usage; arithmetic; when applicable, principles and practices of supervision.

Ability to: Deal effectively with students, parents, teachers and members of the general public; interpret and apply school, Department of Education and State policies, rules and regulations to varying situations; type accurately from plain or corrected copy at the rate of 40 net words per minute; compose routine and special correspondence; cope with the intensity and scope of activities typical of positions at this level in dealing with parents, teachers and students; organize and complete required tasks including organizing, assigning and reviewing the work of students and/or clerical personnel. Certain positions may require the ability to take and transcribe shorthand dictation at the rate of 80 words per minute.

SCHOOL ADMINISTRATIVE SERVICES ASSISTANT IV 8A.842  
(SCHOOL ADM SVCS ASST IV)

**Distinguishing Characteristics:**

Serves as the chief administrative services assistant to the principal of a large intermediate school or a moderate to large high school. Such a position typically supervises one or more clerical subordinates.

**Examples of Duties:**

Assists the principal with daily administrative services functions by: planning, supervising and/or providing office support and related services to meet priorities; supervising and/or participating in 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, the Department of Education 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 and secure cooperation; reviewing and distributing incoming correspondence; composing standard and special memos, letters, etc.; informing the principal of matters requiring 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 other related work; supervising and/or participating in collecting cash, maintaining fiscal records and posting and summarizing fiscal data on expenditures and account balances to report forms; preparing, compiling and submitting purchase orders, checking against invoices and maintaining records of State allotments; maintaining records of inventory and completing required report forms; registering students, maintaining student records and compiling related reports; typing and duplicating a variety of material; operating and maintaining a variety of standard office machines; preparing and submitting numerous business office and student service reports; developing and implementing a variety of procedures to insure the flow of communication and the efficient provision of services; planning, assigning, instructing, coordinating and reviewing the work of the clerical staff and students assigned to the office. May take and transcribe shorthand dictation.

**Knowledge and Abilities Required:**

Knowledge of: Office practices and procedures; office management; operation of standard office machines; Department of Education and State policies, rules, regulations and requirements as they relate to school office operations; grammar,

PART I  
SCHOOL ADM SVCS ASST SERIES  
8A.837, 8A.839, 8A.840 & 8A.842

punctuation, spelling and word usage; arithmetic; principles and practices of supervision.

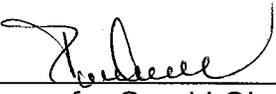
Ability to: Deal effectively with students, parents, teachers and members of the general public; interpret and apply school, Department of Education and State rules and regulations to varying situations; type accurately from plain or corrected copy at the rate of 40 net words per minute; compose standard and special memos and correspondence; cope with intensity and scope of activities typical of positions at this level in dealing with parents, teachers and students; plan, organize, supervise and coordinate a wide variety of clerical activities and services; organize, assign and review the work of students and/or clerical personnel. Certain positions may require the ability to take and transcribe shorthand dictation at the rate of 80 words per minute.

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Due to the transfer of authority to the Department of Education to administer its own Civil Service System pursuant to Act 51 Session Laws of Hawaii 2004, this is an adoption of the class specifications for the Executive Branch Civil Service classes SCHOOL ADMINISTRATIVE SERVICES ASSISTANTS I, II, III and IV by the Department of Education Civil Service system.

DATE APPROVED: OCT 23 2006

EFFECTIVE DATE: JUL - 1 2005

  
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for Gerald Okamoto  
Assistant Superintendent  
Office of Human Resources