DRAFT JOB DESCRIPTION

Administrative Assistant

SUMMARY:
Under general direction of the Assistant Superintendent and Human Resource Coordinator, to serve as a confidential Administrative Assistant to the Assistant Superintendent, Educational Services and the Coordinator of Human Resources; to perform a variety of clerical and program support functions relating to curriculum and instruction, categorical programs, assessment, special education, human resources, and negotiations; coordinate the District substitute employee process; to complete assigned tasks with a high degree of skill and quality; to represent the district at meetings and conferences as assigned; to promote a strong working relationship with district office and school site staff; to demonstrate confidentiality, loyalty, and trust as pertains to matters affecting the District and its students, parents, and staff. This position also serves as the designated back-up to the Executive Assistant. This is a designated confidential position.

REPRESENTATIVE DUTIES and RESPONSIBILITIES:

- Perform a variety of high-level tasks that result in the smooth operation of the offices of the Assistant Superintendent, Educational Services and Human Resource Coordinator.
- Prepare agendas and minutes and manage logistics for all meetings of the assigned administrators and the District professional development program; serve as liaison between the staff, community, job applicants and assigned administrators.
- Maintain both hard-copy and computer based filing and other systems that reflect a high degree of quality; maintain records in compliance with state law and district policy.
- Prepare and maintain departmental and categorical program budgets; monitor, control and authorize expenditures according to established guidelines.
- Prepare applications and reports, including, but not limited to employee/bargaining unit grievance report and response preparation, and correspondence related to non-public employee information; monitor various compliance and legal requirements as they relate to educational services and human resources programs.
- Implement and maintain the District substitute employee process and assure adequate provision of substitutes for absent employees and other appropriate circumstances.
- Participate in the preparation of collective bargaining proposals and agreements, and resources for collective bargaining, including but not limited to, salary and benefit data, possible costs and impacts of bargaining proposals, and input from management employees and legal counsel.
- Provide clerical support to administrative staff.
- Work effectively with other office personnel to ensure a quality-oriented, service-based, highly effective office environment.
- Provide support and preparation services related to District policies and administrative regulations.
• Other duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of
• Computers and software applications, modern office machines, practices, methods and procedures.
• Appropriate English language skills including spelling, grammar, punctuation and arithmetical concepts.
• Report preparation.
• Working knowledge and understanding of state education code, human resources laws, policies, and practices, and school board policies.

Ability to
• Effectively prioritize tasks and maintain a high level of office organization.
• Perform high quality program support, secretarial, clerical and written work.
• Communicate effectively both orally and in writing.
• Maintain confidentiality of critical and personal information regarding District organizational and employee information;
• Understand and prepare a variety of written communications for a variety of audiences including the Board of Trustees, management team, outside agencies, and school site staff.
• Proficiently use Macintosh and PC computers, internet, and software applications including substitute employee management systems, Excel, MS Word, Filemaker Pro, and Power Point.
• Understand and carry out oral, written and multi-task directions.
• Perform a variety of tasks requiring both short and long term deadlines while maintaining a highly professional demeanor; work on more than one task at a time; concentrate on current task in spite of distractions and interruptions in an active, busy environment.
• Demonstrate a high level of interpersonal skills while developing and maintaining excellent working relationships.
• Respond effectively to staff, parents, and the public, regarding requests and complaints, including emotional issues.
• Promote the District, its programs and services, students, staff, and families in a positive way.
• Lift and move light to medium-weight objects such as boxes of books, office supplies, or presentation materials.
• Sit for sustained periods of time.

EMPLOYMENT STANDARDS

Education and Experience
• Graduation from high school; baccalaureate degree preferred.
• Five (5) years of increasingly responsible broad and varied secretarial/office experience as related to examples of duties and responsibilities. Two (2) years (48 semester units or 72 quarter units) of college-level secretarial or clerical training may be substituted.
for two years of the required experience. School district or public agency experience highly desirable.

- Possession of a valid California Driver’s license may be required.

OTHER:
- Proof of Tuberculosis clearance every four years; fingerprint clearance by the Department of Justice.
- Passing score on District screening-proficiency examination.

PHYSICAL DEMANDS and WORKING CONDITIONS:
*Essential physical requirements, which the candidate must possess, are indicated with an “E”.
- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines. E
- Able to conduct verbal conversation. E
- Able to operate a computer with keyboard and monitor for sustained periods of time with speed and accuracy. E
- Able to hear normal range verbal conversation (approximately 60 decibels). E
- Able to sit, stand, stoop, kneel, bend and walk. E
- Able to sit for sustained periods of time. E
- Able to climb slopes, stairs, steps, ramps and ladders.
- Able to lift up and move light to medium-weight objects such as boxes of books, office supplies, or presentation materials. E
- Able to carry up to 35 lbs.
- Able to exhibit full range of motion for shoulder external rotation and internal rotation.
- Able to exhibit full range of motion for shoulder abduction and adduction.
- Able to exhibit full range of motion for elbow flexion and extension.
- Able to exhibit full range of motion for shoulder extension and flexion.
- Able to exhibit full range of motion for back lateral flexion.
- Able to exhibit full range of motion for hip flexion and extension.
- Able to exhibit full range of motion for knee flexion.
- Able to maintain regular, steady attendance.