



Fort Ross Elementary School District

30600 Seaview Road | Cazadero CA 95421
707-847-3390 | frs@fortrossschool.org | www.fortrossschool.org

Jennifer Dudley | Superintendent | Principal

OPEN POSITION ANNOUNCEMENT

POSITION	District Administrative Assistant
SUPERVISION	Superintendent
LOCATION	Fort Ross Elementary School
FTE	0.6 - 1.0 / 24 - 40 Hours
SALARY	\$18.40 - \$24.68 DOE
BENEFITS	Medical, Dental, and Vision Full Time - District Covers 100% Employee Benefits and 75% Family Part Time - Prorated Depending on FTE

Fort Ross Elementary School District is looking for a motivated, detail-oriented, responsible professional to join our team. The single school district is located in beautiful Northern Sonoma County surrounded by a family and community minded environment.

PURPOSE STATEMENT

The position of *District Administrative Assistant* is for the purpose of providing technical accounting and/or payroll auditing functions as well as communicating general information to staff, students and the public; processing information in compliance with financial, legal and administrative requirements; and assisting other office personnel.

APPLICATION PROCEDURE

- Edjoin Application (www.Edjoin.org)
- Letter of Interest
- Resume
- Minimum of Three Current Letters of Recommendation

Applicants must be sure they are submitting a complete application packet with all required documents. Incomplete application packets will not be considered. For questions, you can contact Superintendent, Jennifer Dudley, 30600 Seaview Road, Cazadero CA 95421, 707-847-3390, jdudley@fortrossschool.org.

SELECTION PROCESS

Applications will be screened for satisfaction of minimum qualification standards. Those applicants evidencing the best qualifications will be invited for a panel interview. The interview panel will provide the Superintendent and Board of Education Trustees with the top candidates for final selection.

DUTIES AND RESPONSIBILITIES

Duties and responsibilities may include, but are not limited to, the following:

Human Resources Clerk

- Confidential employee responsible for establishing and maintaining personnel files;
- Maintaining and updating job descriptions and position announcements as well as posting them on EDJOIN;
- Credential monitoring;
- Workers Compensation;
- Oversees Mandatory Training Compliance;
- Health and Welfare benefits processing;
- Reconciles Employee Status Reports and Absence Records and resolves discrepancies;
- Assists with employee and consultant contracts;
- Serves as facilitator and advisor to staff members and groups to respond to needs and requests and apply conflict-resolution techniques as required;
- Monitor the district personnel directory and updates web page as necessary;
- Supports personnel (e.g. performs other duties as assigned) for the purpose of providing assistance with their functions.

Accounting Technician

- Calculates, assembles, matches, sorts, tabulates and reviews a variety of financial and statistical data, compares, balances and reconciles forms, statements, records, reports and other financial related documents to identify errors, resolve discrepancies, and assure accuracy and completeness;
- Process purchase orders and accounts payable, including encumbering purchase orders, mailing warrants, vendor contracts and maintenance of W9 forms;
- Attendance Reporting: P-1, P-2, Annual, J-7 CSR application and reporting;
- Review monthly water reports and update annual emergency notifications, including annual water reporting and Consumer Confidence Report (CCR);
- Assists with variety of routine matters including payroll timesheets, computerized county personnel software program (ESCAPE), 1099 reporting, salary schedules, Lunch Applications and bank deposits;
- CALPADS (State Pupil Data System) and SEIS data management and certifications;
- CBEDS Reporting;
- Prepares financial and statistical reports related to accounting and/or payroll auditing areas;
- Collects and compiles information;
- Reviews accounting and financial record-keeping problems;
- Applies appropriate rules and regulations to resolve complex problems.

Administrative Support Services

- Performs record keeping and clerical functions (e.g. answering phones, copying, faxing, filing, word processing, etc.);
- Assists Superintendent with daily office functions including correspondence, Collective Bargaining, preparation of Board of Trustees materials and attends monthly Board meetings to record minutes. Updates district Board Policies and Administrative regulations;
- Maintain the calendar of meetings and events for the Superintendent;
- Assists the Superintendent in the preparation of materials for projects and meetings;
- Makes travel and conference arrangements as necessary;
- Stay abreast on a variety of district matters and advise Superintendent accordingly;
- Identifies priorities and coordinate functions to meet district goals and objectives to assure student achievement;
- Maintain website and social media sites;

- Prepare or oversee the preparation of manuals, handbooks, brochures, and newsletters;
- District-wide testing coordination for SBAC, Maintains accurate information in CALPADS during testing for proper transfer in TOMS for CAASPP testing in Spring;
- Serve as District Homeless and Foster Youth liaison;
- District Emergency Preparedness Coordinator-maintains and updates district Emergency Procedures and applies emergency procedures when necessary;
- Completes Public Records Requests;
- Uses current technology and equipment to generate spreadsheets, reports and correspondences;
- Performs related duties as assigned.

SKILLS

Specific skills required to satisfactorily perform the functions of the job include:

- Maintain confidentiality at all times;
- Detail-oriented;
- Correct use of English language in oral and written format;
- Communicate effectively both orally and in writing;
- Microsoft (MS) Office-including but not limited to Excel, Word and Publisher;
- Internet and Email, fax;
- Interface positively and effectively with staff, students and community members;
- Use creative approaches to problem solving and use good judgment to independently interpret policies, procedures and regulations;
- Prioritize work in order to support overall operations of school district;
- Ability to perform tasks with limited or no supervision.

KNOWLEDGE OF

- Thorough knowledge of district organization, policies, and procedures;
- Perform complex mathematical calculations;
- Read, interpret and understand instructions both written and oral;
- Bookkeeping practices, spreadsheets, and report writing;
- Auditing, and reconciling practices;
- Employment law and accepted practices;
- California Education Code;
- Safe work practices.

ABILITY

- Respond promptly to requests of internal and external clients;
- Provide needed information, assistance, training, materials and resources;
- Plan, organize and prioritize own work to meet deadlines and accomplish tasks within established timelines, including maintaining accurate records and files;
- Schedule activities and meetings;
- Gather, collate, and/or classify data;
- Use basic job related equipment;
- Analyze data utilizing defined processes;
- Maintain orderly work environment and perform tasks in prescribed and safe manner;
- Maintain and improve professional skills and knowledge;
- Learn district emergency procedures to assist staff and students in the preparedness of pending disasters;
- Be flexible and receptive to change;
- Understand and carry out both oral and written directions in an independent manner;
- Understand and apply principles, techniques and procedures required for effective job performance; apply

- and interpret pertinent laws, codes, regulations, policies and procedures;
- Prepare and evaluate comprehensive accounting reports and statements;
- Perform mathematical calculations accurately and rapidly;
- Quickly identify and correct errors in a variety of mathematical computations and financial documents.

Command of the Spanish language is highly desired, but not required.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing; some stooping, kneeling, crouching and/or crawling; significant reaching, handling, and/or feeling. Generally the job requires 50% sitting, 25% walking and 25% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean, smoke-free atmosphere.

EXPERIENCE

Preferred two years experience in review or maintenance of financial or statistical records for school related functions.

EDUCATION

Formal or informal education or training that ensures the ability to read, write and perform mathematical calculations at a level necessary for successful job performance and which would provide an opportunity to acquire the above knowledge and abilities.

CLEARANCES

Fingerprint and TB clearance.

CERTIFICATES & LICENSES

Valid Driver's License