

Employee Signature _____

CONFIDENTIAL ADMINISTRATIVE ASSISTANT
(Confidential – Salary Grade 21)

DEFINITION

Under the supervision of the Assistant Superintendent, performs confidential secretarial and clerical work including complex functions requiring independent judgement and discretion; serves as an aide to an Assistant Superintendent by performing administrative and technical duties; and does related work as required.

EXAMPLES OF DUTIES

- Organizes and expedites the flow of work through an Assistant Superintendent's office in an efficient manner
- Handles mail, email, and correspondence of the office, responding to routine requests for information, and transcribing, word processing, and proofing letters and responses.
- Prepares correspondence independently from general instruction or rough notes and from oral instructions
- Screens incoming correspondence routed to supervisor
- Establishes and maintains efficient and well-organized electronic and paper data collection and paper filing systems, records, and calendars which may contain sensitive and confidential material
- Maintains the highest level of confidentiality
- Independently answers inquiries and supplies information on a wide range of department(s) related matters for administrators, teachers, staff and the public
- Schedules appointments, meetings, conferences, and makes necessary reservations and travel arrangements
- Prepares statistical data, reports, curriculum guides, bulletins, job descriptions, powerpoint presentations, and Board Agenda items initiated by the Assistant Superintendent by gathering and organizing data, performing research, creating graphics & displays, using appropriate office software, copying, collating, and transmitting or distributing of final products
- Collects data and prepares reports as requested and required by various governmental agencies, School Board, and Cabinet members.
- Supervises ordering, receiving, distribution, and inventory of supplies, and provide for maintaining and repair of equipment
- Answers telephone and takes messages
- Assists the Assistant Superintendent in handling interruptions and emergencies

- Supervises work of office personnel
- Assists in coordinating state testing program
- Logs, collects, and provides support documentation for mandated costs
- Maintains accurate department budget including purchase cards
- Maintains all department personnel attendance records and timesheets
- Coordinates logistics and materials for workshops, seminars, and invoices
- Handles district print billings
- Interprets division operation and administrative policy
- Prepares and processes letters for all terminations, suspensions, reassignments, and other legal matters
- Coordinates, prepares, and processes the Certificated non-reelection process
- Works cooperatively with staff in other offices with the completion of large or time sensitive projects or emergencies
- Keeps informed about school and district activities, requirements of the law and Education Code, Board Policy and Administrative requirements, and other necessary information for the functions of the office
- Continues to grow through collaboration with fellow staff members and participation in appropriate staff development and workshop programs
- Displays ethical and professional behavior in working with everyone who communicates or is associated with District Department
- Deals effectively and courteously with the public, employees, and community members
- Participates, takes notes, and prepares follow-up activities for negotiations, employee meetings, other district meetings, and conferences
- Prepares for employee union meetings, and other types of meetings as required
- Performs technical duties which require special training and experience in order to apply legal and policy regulations to specific situations
- Receives complaints and takes appropriate steps to see that they are adjusted
- Reviews outgoing correspondence for consistency with operational procedures as well as for format, grammatical construction and punctuation
- Prepares material for Board of Trustees agenda
- May take minutes of Board of Trustees meeting
- Performs related duties as required

QUALIFICATIONS GUIDE

Knowledge of:

- Correct English usage, spelling, grammar, punctuation and composition

- Modern office practices and procedures, including telephone techniques, letter and report writing and proofreading
- Record retrieval and storage systems
- Use, operation, and care of standard office equipment
- Education Code, District Policy and Regulations pertaining to assigned area
- General operation of the public school system
- E-mail communications including internet
- Software - Appropriate office software (Word processing, spreadsheets, Powerpoint and school related programs)
- Principles of supervision, training, and public relations
- Budgeting, principles and techniques

Ability to:

- Understand and carry out oral and written instructions
- Type proficiently at a speed sufficient for successful performance
- Operate a variety of modern office technology and equipment such as a computer, and related software including but not limited to office software, Tablet, PDA, and a variety of internet-based applications.
- Independently compose difficult letters
- Compile and maintain accurate and complete records and reports
- Perform responsible clerical and secretarial work involving use of independent judgment and requiring accuracy and speed
- Take care of administrative detail
- Work efficiently under pressure with interruptions
- Answer questions in person or by telephone
- Maintain cooperative working relationships with those contacted in the course of work
- Hold a driver's license with no serious violations
- Exhibit a personality that demonstrates enthusiasm and interpersonal skills to relate well with students, staff, administration, parents and community, including difficult and emotional situations
- Determine and retain privileged communications
- Set up and maintain filing systems which contain confidential or sensitive information
- Perform in situations requiring specialized knowledge, using tact, discretion, and good judgment
- Supervise and/or coordinate work of others

Training and Experience:

Four years recent experience in an increasingly responsible secretarial or clerical position; equivalent to completion of the twelfth grade plus additional schooling in some specialized phase of clerical or secretarial work; two years of junior college or business college is highly desirable. Experience in an executive level office is highly desirable, preferably in a school district.

ESSENTIAL JOB FUNCTIONS:

- Visual ability to read handwritten or typed documents, and the display screen of various office equipment and machines
- Able to conduct verbal conversation
- Able to hear normal range verbal conversation (approximately 60 decibels)
- Able to sit, stand, and walk for required periods of time
- Able to speak and hear
- Able to stoop, kneel and bend
- Able to sit for sustained periods of time
- Able to climb slopes, stairs, steps, ramps and ladders
- Able to lift up to 25 pounds
- Able to carry up to 25 pounds
- Able to exhibit full range of motion for:
 - shoulder external rotation and internal rotation
 - shoulder abduction and adduction
 - elbow flexion and extension
 - shoulder extension and flexion
 - back lateral flexion
 - hip flexion and extension
 - knee flexion
- Able to operate office machines and equipment in a safe and effective manner
- Able to demonstrate manual dexterity necessary to operate calculator, typewriter, and/or computer keyboard at the required speed and accuracy

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential responsibilities and functions of the job and are not meant to be all inclusive. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential responsibilities and functions of the job.