

CONFIDENTIAL ADMINISTRATIVE ASSISTANT TO
ASSISTANT SUPERINTENDENT OF STUDENT SUPPORT SERVICES

Purpose Statement

The job of Confidential Administrative Assistant to the Assistant Superintendent of Student Support Services is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to assigned administrator; conveying information regarding District Student Support Services functions, processes and procedures; ensuring efficient operation of all assigned support functions; and coordinating assigned projects and site activities.

This job reports to Assistant Superintendent of Student Support Services

Essential Functions

- Administers Student Services updates (e.g., handbooks, attendance, transfers, enrollment, etc.) for the purpose of ensuring accurate dissemination of information.
- Assists site administrators with post for social media (e.g., designing graphics, creating graphics, etc.) for the purpose of helping them to decide what materials to post and how to display the information.
- Communicates and deals effectively and courteously with the public, employees, and community members for the purpose of conveying and/or receiving information required to perform job functions.
- Compiles data/information from a wide variety of sources (e.g., updated Board Policies for Student Support Services, enrollments for assigned District Programs, etc.) for the purpose of preparing reports, making recommendations, and preparing information for assigned administrator, District employees, and/or parents.
- Coordinates a complex variety of meetings, and events (e.g., District Awards Ceremony, District competitions, large themed meetings, etc.) for the purpose of providing optimal planning, processing, communication, and implementation.
- Coordinates a wide variety of projects, functions and/or program components (e.g., meetings, in-service events, travel and accommodations, District and State conferences and events, Transitional Kindergarten and Special Education enrollment, transfers, etc.) for the purpose of ensuring completion and execution of District activities and State processes.
- Directs work of office personnel, ordering, receiving, distribution, inventory of supplies, gathering of current information, and equipment repair (e.g., collaborating and working with Warehouse for accurate distribution, etc.) for the purpose of ensuring efficient Student Support Services operation.

- Implements travel arrangements (e.g., fees, travel, accommodations, materials, etc.) for the purpose of ensuring error-free conference attendance.
- Keeps informed about school and district activities, requirements of the law and Education Code including those related to Board Policy and Administrative requirements, and other necessary information for the purpose of being knowledgeable on trends and changes for the functions of the office.
- Maintains a wide variety of manual and electronic documents files and records (e.g., budget data, school site records for assigned District and State programs, financial records, reports, material needs, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains the highest level of confidentiality and ethical and professional behavior for the purpose of ensuring confidentiality and compliance with established policies and regulatory guidelines.
- Monitors a wide variety of activities on behalf of assigned Administrator (e.g., PSA development and distribution, Board of Education agenda items, District postings to Facebook and Twitter, designs T- shirts and banners for district functions, needed educational services inventory for all District school sites, meeting arrangements, account balances, work order status, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees budget processes (e.g., monthly and quarterly budget tracking, annual budget planning with Assistant Superintendent, etc.) for the purpose of ensuring historical documentation, entering departmental purchases, monitoring fiscal balances, and ensuring competent fiscal oversight.
- Prepares a wide variety of reports, documents, District publications, and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, Board of Trustees agendas, operational procedures, manuals, statistical data, enrollment data, may take minutes for Board of Trustees meeting, graphics as requested, etc.) for the purpose of documenting activities, providing complex historical documentation and written reference, and conveying information required.
- Processes a wide variety of documents and materials (e.g., time sheets, work orders, requisitions, travel reimbursements, budget transfers, etc.) for the purpose of ensuring the processing of materials, data, and information in compliance with administrative guidelines and regulatory requirements.
- Researches a variety of protocols (e.g., all required District and State program protocols pertinent to District evaluations, etc.) for the purpose of providing information, recommendations, and current District, State, program data that address a variety of Student Support Services requirements and achievements.
- Responds to a wide variety of inquiries and complaints from internal and external parties (e.g., employees, administration, Board of Education, parents, students, county agencies, state and federal agencies, community citizens, etc.) for the purpose of providing

information, facilitating communication among parties and providing direction, and/or taking appropriate steps for adjustment.

- Supervises work office personnel, ordering, receiving, distribution, inventory of supplies, and equipment repair for the purpose of ensuring efficient department operation.
- Supports assigned administrative personnel (e.g., Assistant Superintendent and Director of Student Support Services, Director of Student Support Services, and other administrators, as assigned, etc.) for the purpose of providing assistance with professional functions and responsibilities.

Marginal Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill-based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using job related software applications; preparing and maintaining accurate records; planning and managing projects; communicating effectively, when writing and speaking; assessing issues and providing solutions; and planning and implementing all pertinent activities and events.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: HR processes, regulations, and employee processes; District County, State, and Federal laws pertaining to School District employees; accounting/bookkeeping principles; business telephone etiquette; office machines; concepts of grammar and punctuation; and office methods and practices.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with data of varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability-based competencies required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; coordinating complex scheduling and implementation of HR processes; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally, the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

Experience (Minimum): Four years of job-related experience with increasing levels of responsibility is required. Experience in an executive level office, preferably in a school district, is highly desirable.

Education (Minimum): 12th grade completion, plus additional schooling in specialized administrative support training. Community college and/or vocational school degree with study in job-related area is highly desirable.

Equivalency: Training and experience equivalent to 12th grade completion, plus additional schooling in specialized administrative support training.

Required Testing

None Specified

Certificates and Licenses

Valid Driver's License & Evidence of Insurability

Continuing Educ. / Training

Clearances

Criminal Background Clearance

Physical Capacities Test Clearance

Tuberculosis Clearance

FLSA Status

Exempt

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.