

ADMINISTRATIVE ASSISTANT: STUDENT SERVICES DEPARTMENT

PurposeStatement:

The job of Administrative Assistant for the Student Services Department is done for the purpose of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; ensuring compliance activities under the area of responsibility with financial, legal, and administrative requirements; and providing information, recommendations and/or direction as may be requested by assigned administrator(s).

EssentialFunctions

- Under the Direction of the Executive Director of Student Services, provide support to Special Education Program Specialists, Wellness Program Coordinator, and Early Learning Coordinator
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions
- Assist in the coordination of SARB (School Attendance Review Board), including setting up monthly meetings, acting as secretary during meetings, communicating with parents and school site administrators to compile necessary supporting documentation
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communicating information to school and district personnel, the public, state officials, etc.
- Database management including Special Education Student Information System, TTUSD student information system, State Compliance Reporting Systems, Medi-Cal Reporting
- Coordinates a variety of programs and activities as assigned for the purpose of delivering services in conformance to established department and program guidelines.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate actions and/or directing to appropriate personnel for resolution.
- Maintains various records (confidential and non-confidential) (e.g. Individual Education Plans, SARB contracts)
- Performs record keeping (confidential and non-confidential) and general and program-specific clerical functions for the purpose of supporting assigned administrator(s)
- Prepares written materials (e.g. state/federal reports, Board Policies, mailings, purchase orders, letters to parents, budget projections, class lists, etc.) for the purpose of conveying information regarding school and/or district activities and procedures
- Processes documents and materials (e.g. student information, requests for service, payroll, purchase orders, schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties

- Researches a variety of topics as requested (e.g. current practices, district policies, etc.) for the purpose of providing information for addressing a variety of departmental administrative requirements
- Responds to inquiries (e.g. staff, the public, parents, and/or students) for the purpose of providing information and or/direction that may be required
- Schedules a variety of activities (e.g. meetings, evaluations, etc.) for the purpose of assisting staff in addressing their job functions and maintaining efficient utilization of personnel for the purpose of attendance and discipline.

Job Requirements: Minimum Qualifications

Skills, knowledge, and Abilities

SKILLS are required to perform multiple, non-technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include operating standard office equipment including using pertinent software applications (including intermediate to advanced knowledge of Spreadsheet applications, word processing, performing bookkeeping; planning and managing projects, and preparing and maintaining accurate records).

KNOWLEDGE is required to perform basic math, including calculations using fractions, percent, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge required to satisfactorily perform the functions of the job includes accounting/bookkeeping principles; 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 use basic, job-related equipment. Flexibility is required to work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using defined 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 specific job-related equipment. In working with others, problem solving is required to analyze issues and create action plans. Problem solving with data frequently requires independent interpretation of guidelines; and problem solving if equipment is limited. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; being attentive to detail; communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; and working with detailed information/data.

Responsibility

Responsibilities include working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; and monitoring the use of funds. There is a continual opportunity to impact the Organization's services.

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; and significant fine finger

dexterity. Generally, the job requires 70% sitting, 10% walking, and 20% standing. The job is performed under a generally hazard-free environment.

Experience: **Job-related** experience with increasing levels of responsibility is desired.

Education: A High School Diploma or equivalent

SALARYGRADE: Classified Range 29

WorkYear: 208 days