

Administrative Assistant to Assistant Superintendent

Purpose Statement

The job of Administrative Assistant to Assistant Superintendent is done for the purpose/s of providing a wide variety of instructional and confidential administrative and secretarial support to Assistant Superintendent; conveying and preparing information regarding curricular, instructional, and accountability functions and procedures; ensuring efficient operation of support functions; and coordinating assigned projects and site activities.

This job reports to Assistant Superintendent

Essential Functions

- Arranges scheduling for a variety of personnel, district groups, and Assistant Superintendent for the purpose of providing necessary meeting and activity implementation.
- Assists in a variety of planning and updating processes for District (e.g. Flyers, Meet and Confer members, master meeting schedule, academic year calendars, on line course availability, WDE requirements, dual enrollment reimbursements, special services training room scheduling, etc.) for the purpose of ensuring accurate planning and implementation for District wide events, programs, processes.
- Assists Central Office administrators and support staff (e.g. Federal/State Programs, Human Resources, Meet and Confer meetings, new administrator searches, etc.) for the purpose of providing requested support for District programs and processes.
- Compiles data from a wide variety of sources (e.g. time sheets, calendars, District web site, course offerings, enrollment, accreditation information, etc.) for the purpose of preparing reports, making recommendations; and/or preparing information for assigned administrator.
- Conducts statistical analyses and reports (e.g. test scores, drop-out data, etc.) for the purpose of preparing needed analysis for Assistant Superintendent.
- Coordinates a wide variety of projects, functions and/or program components (e.g. meetings, in-service events, travel and accommodations, arrangements for outside consultants, etc.) for the purpose of completing activities and delivering services in a timely fashion.
- Develops and distributes drafts and final copies of curriculum documents for the purpose of communicating the District's curriculum to various stakeholders.
- Maintains a wide variety of manual and electronic documents files and records (e.g. budget data, employee records, financial records, reports, curriculum services, etc.) for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Monitors and implements a wide variety activities on behalf of Assistant Superintendent (e.g. program components, budget allocations, expenditures, fund balances, requisitions, travel, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Oversees the work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines.
- Participates in a variety of meetings, workshops, and/or training for the purpose of conveying and receiving information, recording minutes, and supporting the needs of the attendees.

- Prepares a wide variety of reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, periodic and ad-hoc reports, operational procedures, manuals, information for Board meetings, retreats, on curriculum/assessment, etc.) for the purpose of documenting activities, providing written reference, and conveying information.
- Presents information on curriculum processes and procedures for the purpose of orienting new personnel and disseminating information to various departmental personnel.
- Processes a wide variety of documents and materials (e.g. educational plans, graduation and early graduation requirements, purchase orders for expenditures in accounts and funds, etc.) for the purpose of providing information to Administration as scheduled and requested.
- Represents Assistant Superintendent in his/her absence for the purpose of conveying and/or gathering information required for administrative functions.
- Researches a variety of topics (e.g. current practices, methods, curriculum guidelines, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. school sites, staff, Administration, parents, students, public agencies, university, non-profit agencies, etc.) for the purpose of providing information, facilitating communication among parties and providing direction.
- Supports assigned administrative personnel for the purpose of providing assistance with their functions and responsibilities.

Other 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 multiple, 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; problem solving; assessing and making decisions; and planning and managing a variety of projects.

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: accounting/bookkeeping principles; business telephone etiquette; common office machines; comprehensive knowledge of ACSD#! Annual meetings, events, community alliances; curriculum and instructional mandates; 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 use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; work with 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 and individuals; maintaining confidentiality; meeting deadlines and schedules; setting priorities; working as part of a team; working with frequent interruptions; and accommodating irregular hours.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; directing other persons within a small work unit; monitoring budget expenditures. Utilization of some resources from other work units is often 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: some 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: Job related experience with increasing levels of responsibility is required.

Education: Community college and/or vocational school degree with study in job-related area.

Equivalency:

Required Testing:

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Background Clearance

FLSA Status

Approval Date

Salary Grade

Non Exempt

6/25/2018

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