

SCHOOL DISTRICT OF LODI
Administrative Assistant Position Description – Level IV

(A)9/9/19

POSITION TITLE: Administrative Assistant to District Administrator, Director of Business Operations (Business Manager), Director of Curriculum/Instruction, Director of Student Services, Summer School/CREW Director

POSITION SUMMARY

As first point of contact for families, parents, community members and district staff inquiries, these positions are responsible for creating an inviting and welcoming environment for both internal and external stakeholders of the district. They support the designated district level administrator/director in carrying out all necessary functions within their district level assignment.

EDUCATION and/or EXPERIENCE

- Associate degree or comparable administrative office experience in a friendly and collaborative manner.
- Two or more years of administrative office support experience
- Proficiency and specialized skill in the use of MS Word, Excel, and Google and the Operation of general office equipment.
- Proficiency in the use and applications of Skyward Financial software, Infinite Campus student records, WECAN Employment software, AESOP Substitute software, HOMER (home-school) student management system, and /or Special Education forms or reports including but not limited to IEP's, Medicaid reporting/billing, BoardDocs.

SKILLS AND QUALIFICATIONS

1. Perform daily office routines and practices associated with assigned job responsibility functions in a friendly and collaborative Manner.
2. Respond positively to general inquiries and requests for information from students, staff, parents, visitors and members of the community.
3. Develop, post, and publish agendas and meeting minutes for committees or administrative meetings associated with assigned job responsibility functions.
4. Knowledge of and ability to operate standard office equipment.

5. Ability to define office operational needs and order necessary office supplies, equipment and contact appropriate vendors for office or facility equipment repairs.
6. Maintain student records including, but not limited to, special education paperwork (IEP data and renewal requirements) special education evaluation deadlines, student data for district School Performance Report, attendance registration data, emergency contact information, open enrollment data, district enrollment data for state reporting.
7. Trained and able to provide basic first aid to students and staff in emergency situations.
8. Issue Work Permits, if applicable to job responsibility functions.
9. Maintain confidential district personnel records.
10. Demonstrate ability to problem solve and work independently with multiple interruptions during assigned work hours.
11. Ability to prioritize tasks to ensure completion of all job responsibilities within designated meeting or state imposed deadlines, in a collaborative and positive manner.
12. Ability to handle sensitive matters while maintaining confidentiality in student, family and personnel matters. (e.g. FERPA, HIPPA, special education legal matters, including student/staff and personnel financial/family related records.)
13. Ability to maintain positive, cooperative working relationships with administrators, faculty, staff, students, parents and all members of school community and/the Board of Education.
14. Demonstrate excellent time management and organizational skills.
15. Demonstrate excellent oral and written communication skills.
16. Proficiency in use of or willingness to be trained in use of Skyward finance and Infinite Campus student record system.
17. Proficiency in specialized skill and strong knowledge of Google, MS Office, including Word, Excel, and Photoshop.
18. Proficiency in use of or willingness to be trained in use of Skyward finance and Infinite Campus student record system.

ESSENTIAL JOB FUNCTIONS

1. Perform clerical, scheduling and general assistance to administration in posting and publishing of required legal notices, meeting agendas, minutes, and developing necessary Board/Committee meeting supplements for meeting participants.
2. Proofread and correct administrative communications including but not limited to legal notices, committee and Board meeting agendas/minutes, community

- newsletters, district calendars, referendum or election related communications, open records requests, expulsions, and personnel records.
3. Assist administrative personnel in Board election posting, recording and tabulation of election results.
 4. Assist administrator in preparation and editing of district employee handbook and compensation related communications.
 5. Create and maintain accurate district and building level webpage presence through use of SiteImprove on a weekly basis.
 6. Perform Deputy Clerk duties, if applicable, for the Board of Education.
 7. Assist administrator in arranging interviews and distribution of application materials to interviewers per administrator request.
 8. Assist administrator/director in maintaining and submittal of support staff time sheets, and other time off requests (paid/unpaid).
 9. Assist administrator in preparing, coding, and reconciliation of district purchase orders/credit card expenditures.
 10. Organize and facilitate registration, and other necessary requirement related to staff/Board of Education convention or approved staff development activities.