

**School District of Lodi**  
**Job Description**

**(A)3/9/20**

**Title: Administrative Assistant for District Administrator, Board of Education, and Buildings and Grounds Director – Level IV**

- Qualifications:
1. High School Diploma
  2. Minimum of two years' experience in administrative assistant work.
  3. Demonstrated competence in use of Microsoft Word, Excel, and Google Docs.
  4. Knowledge of BoardDocs, Infinite Campus, and Skyward or willing to learn
  5. Knowledge of website maintenance or willing to learn
  6. Strong in confidentiality.
  7. Detailed oriented
  8. Strong organizational skill
  9. Able to prioritize
  10. Such alternatives to the above qualification as the Board of Education may find appropriate and acceptable.
  11. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff and students.
  12. Ability to add, subtract, multiply and divide in all units of measure, using whole numbers common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.
  13. Ability to deal with problems involving several concrete variables in standardized situations.

Reports to: District Administrator/Board of Education

Job Goal: Do what is best for the students of the School District of Lodi by assisting the administration of the District's business and auxiliary affairs so as to provide the maximum service for the District Administrator, Board of Education and Buildings and Grounds.

**PERFORMANCE RESPONSIBILITIES:**

1. Posting and publishing agendas by appropriate deadlines
2. Record minutes of school board meetings
3. Maintain records for School Board and District
4. Maintain and update information in BoardDocs for Board meetings
5. Reserve facilities and make arrangements as needed for district wide and board functions, conventions, workshops, etc.

6. Assist in school board election posting, records, and results
7. Assist with organization of district wide registration and picture day
8. Order supplies for District Office
9. Handle Open Records Requests
10. Maintain and update District Website
11. Helps with answering the District Office phones
12. Assists in the reception of parents/staff/constituents/public when needed
13. Assists in maintaining personnel records
14. Compile and publish Community Newsletter and yearly calendar
15. Assist with documentation of Expulsions
16. Deputy Clerk duties
17. Assist Buildings & Grounds Director with timesheets and time off requests
18. Assist DA and B&G Director with purchase orders, reconciliation of credit cards
19. Assist with preparing correspondence for DA, B&G Director and Board Members
20. Assist Board Members and Administration as needed
21. Performs duties as assigned

#### ESSENTIAL JOB FUNCTION DESCRIPTIONS:

1. Ability to arrive at work on time and be prepared to complete job performance responsibilities.
2. Ability to work cooperatively with other staff to promote a friendly and caring environment for students and program visitors.
3. Ability to meet standards of hygiene and appearance appropriate to the position.
4. Ability to complete assigned performance tasks within a reasonable time frame.
5. Ability to learn and practice universal precautions in dealing with any body fluid spills.
6. Ability to work while dealing with a sense of urgency (e.g. an emergency situation).
7. Ability to maneuver from room to room.
8. Ability to perform repetitive tasks.
9. Ability to lift and carry a minimum of 20 lbs.
10. Ability to respect district rules of confidentiality in that no specific student information is shared with anyone who does not have a legal right to that information.
11. Ability to supervise small/large groups of students.
12. Ability to follow district, building and program policies and procedures.
13. Ability to complete clerical/technical duties associated with identified performance responsibilities and as required for district reporting or budget purposes.
14. Ability to complete other appropriate tasks periodically assigned by the District Administrator, Board that are necessary or required to carry out monetary/performance responsibilities of the Administrative Assistant to District Administrator/Board.

TERMS OF EMPLOYMENT: Salary and work year to be established by the Board of Education.