

## Western Placer Unified School District

### POSITION DESCRIPTION

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Position Title: **EDUCATIONAL SERVICES SECRETARY/ADMINISTRATIVE ASSISTANT**

Department: Educational Services

Reports to: Assistant Superintendent and Directors of Educational Services

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#### **SUMMARY:**

Provide secretarial/administrative assistant and clerical support for Educational Services. Manage phone calls, maintain student records, purchase and inventory supplies and equipment, distribute information, maintain training room calendars, assist in preparation for staff development, and serve as a resource for school sites.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

- \* Perform both secretarial/administrative assistant and clerical duties in support of Educational Services staff
- \* Answer the telephone and take messages as needed
- \* Provide information and assistance to others regarding Educational Services policies, procedures, materials ordering, form completion and submission, schedules, and events
- \* Operate and support maintenance of equipment (copiers, folding machines, audiometers, etc.)
- \* Process and maintain all required paperwork for purchase orders and use of Educational Services credit card
- \* Keep inventory of department supplies, equipment and purchase orders
- \* Prepare, process, and maintain forms, contracts, reports, records and other materials for accuracy and conformity
- \* Assist with all student testing, including ordering, organizing, managing test materials, and disseminating student results
- \* Assist with set-up and clean-up for professional development activities, including District Day
- \* Coordinate registration, travel, and reimbursements for staff attending conferences or training
- \* Maintain records of staff development, including agendas, sign-in sheets, and teachers hours/units; disseminate to appropriate personnel as needed
- \* Code and process timesheets and stipend forms
- \* Maintain appointment calendar for use of conference/training rooms; assist in securing alternative facilities when needed
- \* Assist with data entry for maintaining student information and compiling state and federal reports
- \* Assist with ordering, inventorying, and disseminating instructional materials
- \* Manage receipt and distribution of mail
- \* Compile statistical data, conduct routine financial transactions, and maintain fiscal accounts or records
- \* Maintain confidentiality of student information
- \* Performs other related duties as assigned

**QUALIFICATIONS:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The information listed below is representative of the knowledge, skill and/or ability required and/or preferred. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION and/or EXPERIENCE**

Required: High school diploma or general education degree (GED). Minimum of 3 years school site or district clerical experience.

**OTHER SKILLS and ABILITIES:**

Knowledge of office procedures and practices, including filing systems, receptionist and telephone techniques, letter and report writing, and sound record keeping procedures; proficient in Microsoft Office applications, English usage, spelling, grammar and punctuation; ability to operate common office machines including personal computers, facsimile machines and printers. Ability to interpret and apply pertinent school district procedures, policies, laws, rules and regulations, and to apply them with good judgment in a variety of situations. Compose routine correspondence independently; perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Meet the public tactfully and courteously and answer questions correctly. Compile and maintain accurate records and files. Understand and carry out oral and written directions, establish and maintain cooperative relationships with those contacted in the course of work.

**LANGUAGE SKILLS:**

Required: 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 groups of people.

**MATHEMATICAL SKILLS**

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.

**REASONING ABILITY:**

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential function.

While performing the duties of this job, the employee is regularly required to stand, walk, and sit. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee occasionally will lift and/or push up to 25 lbs. Specific vision abilities required by this job include close vision, distance vision, and depth perception.

**WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in work environment is usually moderate.