

**Western Placer Unified School
District**

POSITION DESCRIPTION

Position Title:	SECRETARY/ADMINISTRATIVE ASSISTANT, SUPPLEMENTAL PROGRAMS & ACCOUNTABILITY
Department:	District Office - Educational Services
Reports to:	Director of Supplemental Programs & Accountability

SUMMARY:

Provides Student Information Systems support and guidance. Updates and maintains student records. Distributes information and provides assistance to personnel on behalf of Educational Services. Assists with all mandated student testing. Compiles data for local/state/federal reporting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- * Provides first-level Student Information Systems support to district and school site staff in a professional manner
- * Inputs district-level information into Student Information Systems and monitors schools' data to ensure all data is accurate and timely
- * Provides technical support in the development and maintenance of master schedules, insures report card and transcript accuracy, and maintains course tables
- * Maintains current and extensive knowledge of updates and changes to Student Information Systems and has the ability to provide users clear and concise information related to those changes
- * Functions as a resource to district personnel on school site office procedures as related to Student Information Systems
- * Designs and implements custom reports to address user requests and maximize system support
- * Assists in the preparation of state and federal mandated reports
- * Assists in maintaining online and paper files to insure compliance with all federal programs
- * Maintains confidentiality of student information
- * Assists with all mandated student testing, including ordering, organizing, and managing test materials (i.e. –SBAC, CST, CAA, CELDT/ELPAC)
- * Assists with training personnel on Student Information Systems, in addition to developing processes and procedures related to using such systems
- * Assists with set-up and clean-up for Educational Services professional development activities
- * Directly responsible for preparing, processing, and maintaining both paper and digital versions of district's English Learner files
- * Gives information and assistance to other personnel regarding Educational Services policies, procedures, materials ordering, form completion and submission, schedules, and events
- * Distributes English Learner materials and information to staff, students, and parents in a timely manner
- * Works with Parent/Community/School Liaisons and English Learner TOSAs to prepare a variety of parent materials in Spanish and English
- * Works with Parent/Community/School Liaisons and English Learner TOSAs to provide necessary information to English Learner parents
- * Completes, processes, reviews and verifies forms, reports, records and other material for accuracy and conformity
- * Compiles statistical data, conducts routine financial transactions, and maintains fiscal accounts or records
- * Converses with and furnishes information to outside agencies, principals, and other personnel throughout the district at all levels and with the public in general
- * 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.

Desired: Prior experience with master scheduling. Prior experience with maintaining student records in Student Information Systems. Prior experience with student cumulative records, including maintenance of student transcripts.

OTHER SKILLS and ABILITIES:

Extensive knowledge of all aspects of district software and web-based programs, including Student Information Systems (i.e. - CALPADS, PowerSchool, AERIES, Illuminate, and Schoology). Ability to gather, collate, and/or classify data. Ability to read and decipher technical information. Ability to facilitate group discussions and/or trainings. Ability to communicate technical information effectively to non-technical audiences.

Ability to follow directions accurately, typing, knowledge of business English, vocabulary, punctuation and grammar, filing methods, office machines, ability to meet the public and maintain effective working relationships with children and adults. Knowledge of computer procedures and word processing.

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.

Desired: Bilingual in Spanish

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 50 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.

