

Western Placer Unified School District

POSITION DESCRIPTION

Position Title: **EDUCATIONAL SERVICES ADMINISTRATIVE ASSISTANT**
Department: Educational Services Office
Reports to: Assistant Superintendent, Educational Services

SUMMARY:

Under direction of the Assistant Superintendent of Educational Services and is responsible for confidential information and records. Serves as information liaison between supervisor, district staff and the general public.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs administrative, technical and clerical duties
- Prepares board meeting agenda items for Educational Services department
- Coordinates and maintains Staff Development Buyback hours
- Places annual curriculum orders for all school sites
- Assists with budget transfers, maintains department budget, including categorical budgets
- Prepares local, State and Federal reports as necessary, including those for Categorical Programs
- Responsible for preparation of annual orders and follow up for mandated testing, including STAR, CAHSEE, and PFT
- Responsible for preparation of annual orders and follow up for GATE testing
- Maintains records for GATE testing
- Assists with data entry for State reports, including CalPADS
- Prepares letters, reports, bulletins, agendas, memoranda; may compose independently (or from oral instructions)
- Maintains files and records; compiles and prepares reports, maintains and secures signed district contracts.
- Operates office equipment, including adding machines, copiers, as well as all Microsoft Office software and certain district-specific software programs
- Keeps inventory of department supplies, property and purchase orders, coordinates orders
- Coordinates appointment calendar for Staff Development conference room
- Arranges group meetings, coordinates schedules with outside agencies and district personnel; assists with district Staff Development Day.
- Coordinates correspondence with ETS, CDE, and PCOE for Educational Services department.
- Converses with and furnishes information to outside agencies, principals, and other personnel throughout the district at all levels and with the public in general
- Provides support to Assistant Superintendent of Educational Services throughout the employee bargaining process
- Prints and distributes purchase orders.
- Other duties as assigned.

QUALIFICATION REQUIREMENTS:

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

EDUCATION and/or EXPERIENCE:

Bachelor's degree in a related field, plus two years experience preferred.

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.

CONFIDENTIAL STATUS:

Cases or confidential district matters are not to be discussed by the Administrative Assistant under any circumstances outside of the District office. Infringement of the above policy may result in immediate dismissal.

LANGUAGE SKILLS:

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, government and education codes, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before parents, staff, and students.

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 create and interpret graphs.

REASONING ABILITY:

Ability to apply common sense understanding to carry out detailed written, oral, and technical instructions. Ability to define problems, collect data, establish facts, and draw valid conclusions.

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 essential functions.

While performing the duties of this job, the employee is regularly required to sit, talk or hear. The employee is occasionally required to stand and walk. Occasionally the employee will type for long periods of time. Specific vision abilities required by this job include close vision, and the ability to adjust focus.

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 the work environment is usually quiet. The employee continuously interacts with the public and other staff and occasionally meets multiple demands from several people.

The information contained in this job description is for compliance with the American with Disabilities Act (.A.D.A.) and is not an exhaustive list of the duties performed for this position. The individuals currently holding this position perform additional duties and additional duties may be assigned.