

	<p style="text-align: center;"><b>MHELA</b></p> <p style="text-align: center;"><b>ADA Administrative Support - Confidential</b></p>	<p>Initial Date: August 4, 2015  Board Approval: August 4, 2015  Personnel Commission: August 19, 2015  Revision Date:  Range: Supervisory and Confidential  Reports to: Site Administrator/Principal</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under direction of an assigned administrator, performs a variety of responsible duties to assist the assigned administrative staff member requiring American Disabilities Act (ADA) support including assisting with mobility, auditory, and/or sight issue activities and equipment including but not limited to use of guide dog, wheelchair, etc. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires knowledge of education procedures and policies, a high degree of positive contact with students, staff, parents, and community members and displays professionalism and sensitivity with extremely confidential information.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are assigned to provide general support functions for the assigned Administrative staff member that requires assistance.

**REPRESENTATIVE DUTIES:**

- Performs administrative support functions related to activities and operations of Administrative employee to which assigned
- Maintains files and handles details relating to policy development, employer-employee relations, and related matters.
- Operate a variety of office equipment; maintain service agreements
- Attend, prepare and participate in various meetings as assigned; take, transcribe and distribute minutes as required
- Assist staff member in doing Internet research using various software program available
- Assist in the use of special equipment including LCD projector and DVD/VCR player.
- Assist staff member in completion of paperwork relevant to the Administrative position
- Provide support functions such as but not limited to maintaining student records or filing disciplinary reports
- Assist Administrative staff member in accessing e-mail, mail, correspondence, and understanding the structure and access to the Internet.
- Assist in behavior management of students using positive reinforcement and related strategies resulting in effective classroom management.
- Attend meetings and in-service training programs providing support to staff member.
- Assist in providing minor first aid.
- Performs related duties similar in scope and function as required or assigned by administrator.

## **KNOWLEDGE AND ABILITIES:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation.
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary.
- Skill in operating a variety of equipment including computer, fax, typewriter, printer, calculator, copiers, LCD projector, DVD/VCR player, and various computer hardware and software programs including the Internet and those related to curriculum.
- Skill in learning general techniques for assisting students.
- Skill in understanding assigned Administrator needs and approaches involved in working patiently with students.
- Ability to understand and follow written and oral instructions.
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties.
- Ability to multitask and prioritize.

## **WORKING CONDITIONS:**

### PHYSICAL DEMANDS:

- Manual dexterity and physical condition to maintain a daily work schedule.
- Light to moderate physical effort standing and/or walking for extended periods of time. Pushing, pulling, lifting and moving instructional materials and equipment.
- Moderate stress level.

### ENVIRONMENTAL CONDITIONS:

- Primarily indoor school environment.
- Temperature - normal climate.
- Daily contacts with students, teachers, school and District staff.
- Possible contact with parents, community members, and outside agency personnel.

### HAZARDS:

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

## **EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent.
- Clerical experience desired

## **LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California's Driver's License
- May require pre-employment physical examination
- First Aid and CPR certification desirable

## **EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a daily work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.