



- Responsible for update of Access database for substitute paraprofessionals and reconciliation and record management of substitute paraprofessional timecards. *E*
- Perform office support and clerical duties as needed; screen visitors and phone calls; make appointments and arrange meetings; maintain files and records; assist employees in completing and submitting a variety of forms regarding employment, payroll and other matters; operate a computer to input data, maintain records and prepare reports. *E*
- Respond to questions from applicants, employees and the general public regarding District policies, contracts, procedures and regulations related to classified or certificate employees; provides information on classified and certificated collective bargaining contracts; respond to employment verifications as necessary. *E*
- Provide assistance at front desk; answer telephones and takes messages; provide and process applications; credentials, certificates and other related information; respond to questions related to employment contracts issues or concerns; open, stamp and distribute mail. *E*
- Prepare, schedule, administer and score written tests; inform applicants and supervisors of results; sign-up and process new employees; assure payroll and other related documentation is signed; send employment verifications to appropriate agency; mail contract to employees and follow up as necessary. *E*
- Provide a variety of information and assistance to classified and certificated substitutes; set up orientation meetings; process employment forms and input data into sub-calling system; process fingerprinting and credentials according to established procedures; arrange for classified and certificated substitutes as needed. Serves as back-up to the certificated substitute system and maintains classified substitute list. *E*
- Process and maintain employment forms and records; inform payroll of changes as appropriate; process personnel requisitions; prepare, type and distribute a variety of forms, reports correspondence, records and other related personnel reports; review for compliance with District policies; compile and prepare a variety of reports and statistical data related to personnel office activities. *E*
- Maintain systems for classified or certificated employees; prepare and maintain listings of employees and table of authorized positions. *E*
- Performs recruiting duties by maintaining district's connection with internet recruitment agencies. Promotes district with respective employees and manages the Human Resources office website. *E*
- Provide administrative assistance to the Coordinator of Teach Support and Innovations; plan, organize and coordinate a variety of clerical and other office functions and activities; prioritize and schedule duties and assignments to assure efficiency and to meet established time lines. *E*
- Schedule and coordinate trainings, FACT training and portfolio reviews, reserve rooms, and prepare sign-in sheets. Schedule conferences for the Coordinator of Teacher Support and Innovations; arrange for travel and lodging as needed. *E*
- Maintains database for BTSA related functions and events; meetings, monthly accountability, professional development trainings, comparability forms, conference absence certificates, substitute release time tracking, FACT training. Maintains BTSA website calendar, units, and BTSA personnel folders and sends copies to the EBBIC. *E*
- Prepare requisitions for the purchase of office supplies and equipment; obtain appropriate signatures; maintain current balances, transfer funds, run budget reports for BTSA and

*\*E – Essential Function*

PAR; prepare employee time cards, stipend forms for payroll purposes and reimbursement forms for accounts payable. *E*

- Provide answer/information to questions; provide event dates, passwords and codes to BTSA participants. *E*
- Prepare and support Coordinator of Teacher Support and Innovations with BTSA Colloquium. *E*
- Maintain check out maintenance of BTSA library material
- Process paperwork required for employment, retirement, termination, loan verifications, resignation, leave of absence, change of assignment and related information. *E*
- Order and maintain supplies for Human Resources office. Processes work orders. *E*
- Unemployment claims. *E*
- Perform related duties as assigned.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of increasingly responsible clerical experience.

**KNOWLEDGE AND SKILLS:**

Knowledge of District procedures, rules and regulations regarding classified or certificated personnel and contracts.  
Current office practices, procedures and equipment.  
Record-keeping techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
District organization, operations, policies and objectives.  
Oral and written communication skills.  
Telephone techniques and etiquette.  
Bargaining agreements.  
Interact positively with peers, public and students.  
Operate a computer in a Windows/Mac environment.  
Explain and apply District policies and procedures and collective bargaining contracts regarding classified and certificate personnel.  
Perform a variety of duties concerning the credentials of certificated personnel.  
Make arithmetic calculations quickly and accurately.  
Type at a rate of 50 WPM with accuracy.  
Work independently with little direction.  
Meet schedules and time lines.  
Perform a variety of responsible secretarial and administrative support duties.  
Schedule and coordinate meetings, conferences, and appointments.  
Compile and maintain accurate records and prepare reports.  
Compose correspondence independently or from oral instructions.  
Perform a variety of clerical duties related to classified and certificated personnel  
Plan and organize work.  
Communicate effectively both orally and in writing.  
Work independently with little direction.  
Work confidentially with discretion.

*\*E – Essential Function*

**PHYSICAL REQUIREMENTS:**

Frequency Key: None (N); Occasional - (O); Intermittently – (I); Frequently – (F).

<b>Activity</b>	<b>Frequency</b>		<b>Activity</b>	<b>Frequency</b>
Bend	O		Lift/carry 0-10 lbs	I
Twist	O		Lift/carry 11-25 lbs	O
Squat	O		Lift/carry 26-40 lbs	N
Kneel	O		Lift/carry 41-100 lbs	N
Climb	N		Stand	O
Reach above shoulder	O		Walk	O
Grip/Grasp	O		Sit	F
Extend/Flex Neck	O		Drive	O
Use Right Hand	F		Perform Repetitive Hand Motions	F
Use Left Hand	F		Keyboarding/Mouse Work	FF
Ability to See	F		Ability to Hear	

THE ALAMEDA UNIFIED SCHOOL DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER and in compliance with federal and state laws, does not discriminate in any employment practice on the basis of age, ancestry, color, marital status, medical condition, national origin, political or union affiliation, physical or mental disability, race, religion, sexual orientation or sex.

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