

**Laguna Beach Unified School District**  
**Job Description: Administrative Assistant, Instructional Services**  
**(Confidential Employee)**

**BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Instructional Services, performs a variety of diverse and accountable clerical and secretarial support for the assigned department to relieve the administrator of administrative detail; coordinate the overall operations of the assigned office; assist in the coordination and direction of the overall operations of the District Office; train, and provide leadership to assigned personnel.

**ESSENTIAL DUTIES:**

- Serve as an administrative assistant to a cabinet-level administrator; perform a variety of clerical and technical tasks and serve as liaison with other district staff and the public
- Coordinate the overall daily operations of the assigned offices; design and implement office records and filing manual and automated systems and database
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility
- Exercises diplomacy in answering questions and resolves situations involving students, staff, parents, public, and district personnel through knowledge of school policies and general district rules and regulations
- Addresses emergency situations concerning employees, students, parents or community members by making decisions independently or recommending action as appropriate
- Coordinates the preparation of Board of Education agenda items for the Instructional Services department as assigned; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items; coordinate changes to the agenda items; prepare and distribute follow-up review of Board action to staff and community
- Provide training and technical leadership and direction to assigned personnel; assure that the established procedures are carried out efficiently; serve as a resource person for other District clerical staff
- Perform a variety of activities related to the assigned department; provide District-wide services as assigned
- Transcribe a variety of material including those of a confidential nature; take and transcribe minutes from meetings of a variety of committees and groups
- Establishes, maintains, and ensures proper use of confidential files, which may include student, personnel, or payroll records
- Compose, prepare, and assemble materials such as routine correspondence and agenda items and research, collect, compile, and enter assessment, statistical, financial, or other diverse and specialized information
- Prepares information for and assists with updating the Department web page
- Compile a variety of information in the preparation of departmental reports
- Maintain budget information
- Review and check documents for completeness, accuracy, and conformance with applicable rules, regulations, and procedural requirements

- Coordinate and schedule appointments, arrange meetings, and make travel arrangements; oversee the master calendar as assigned; attend meetings as assigned; screen visitors and phone calls.
- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.

**OTHER REPRESENTATIVE DUTIES:**

- Receive and distribute mail, and identify/refer matters in order of priority
- Engage in cross training on school or district functions and demonstrate use of knowledge to support office needs
- Participates in job-related or District trainings as required
- Perform related duties as assigned

**KNOWLEDGE, SKILLS AND ABILITIES:**

**Knowledge of:**

- Organization, programs, operations, procedures, specific rules and precedents of assigned offices
- Agenda preparation and distribution techniques
- Modern office practices, procedures, and equipment
- Letter and report preparation techniques
- Data management, storage, and retrieval systems
- Principles and practices of supervision and training
- Telephone techniques and etiquette
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Operation of office machines including computer equipment and assigned software
- Interpersonal skills including tact, patience, and courtesy

**Ability to:**

- Perform difficult and complex clerical and secretarial work independently and effectively without continuous supervision and coordinate the work of others
- Prepare, review, and distribute agendas as assigned
- Analyze difficult and sensitive situations and adopt appropriate course of action
- Compose correspondence and other narrative material
- Coordinate, assemble and compile data and assessment information
- Maintain complex files and records
- Understand, interpret, and explain a variety of policies, procedures, and technical written material and information
- Operate a variety of office equipment and modern technological equipment
- Meet schedules and time line
- Train, supervise, and direct the work of others
- Make mathematical calculations

**Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Neat, professional, and polished appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills

- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

**MINIMUM QUALIFICATIONS:**

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, clerical, or related technical skill areas.

**Experience:**

Five years increasingly-responsible clerical or office management experience. School site and/or school district experience preferred.

**LICENSES AND OTHER REQUIREMENTS**

Possess and maintain a valid California Driver's License (Class "C" minimum) and validation of insured.

Valid CPR and First Aid certifications issued by an authorized agency and on file in the Human Resources Office.

**WORKING CONDITIONS:**

**Environment:**

- Indoor office environment
- Constant interruptions

**Physical Requirements:**

- Ability to stand or sit for extended periods of time
- Ability to frequently reach, grasp, stoop, bend, push, pull, kneel, squat, and twist to store or retrieve materials
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance

**Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within a reasonable time frame
- Must be able to operate office, multimedia, computer, and other technological equipment

**Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to work on multiple, complex tasks simultaneously to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student behavior
- Ability to learn the procedures, function and limitations of assigned duties

**SPECIAL REQUIREMENTS**

Applicants must successfully pass the skill test administered by the District; and, speak, read, and write in English.