



EDUCATIONAL SERVICES ASSISTANT Job Description

JOB SUMMARY

Under the direction of the Educational Services Directors, perform a variety of duties to facilitate department organization, and provide assistance with instructional materials, professional development, and resources to support the educational programs of the district.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Provides a variety of clerical and secretarial support to the Educational Services Department.
- Prepares written materials and documents to support the Educational Services administrators.
- Assist with scheduling meetings and maintaining calendars for professional development and the Educational Services administrators.
- Ensures the department and administrator deadlines are met.
- Serves as a liaison between the Educational Services Department and school sites to prepare for meetings and/or professional learning opportunities.
- Creates spreadsheets, flyers, and other communication materials.
- Serves as a liaison between Information Technology (IT) and Educational Technology.
- Serves as a liaison between District and Site Library Media Assistant (LMA's).
- Assists staff with the use of electronic circulation systems; student and staff application programs.
- Orders, receives, organizes, and maintains instructional materials and equipment including textbooks, instructional software, web-based resources, supplies, iPads and other related equipment.
- Maintains communication with school sites, warehouse and purchasing personnel regarding instructional materials.
- Maintains inventories of instructional materials and budgets.
- Assist with the replacements and/or repairs of instructional materials.
- Attends meetings and/or webinars as assigned for the purpose of conveying and/or gathering information, materials and supplies.
- Assists with the summer school registration process, including communications, enrollment, and record keeping.
- Compiles information and data and completes a variety of reports.
- Assists Educational Services personnel as required for the purpose of supporting them in the completion of their work activities.
- Participates in ongoing job-related trainings as assigned.
- Performs other job related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Google Drive, Sheets, Docs, and Forms
- Instructional resources and technology
- Software related to digital collections
- Electronic circulation system
- Online learning platforms
- Purchase order systems and asset management
- Organization and management of office functions
- Modern office methods, procedures, and equipment including computers, filing systems, receptionist and telephone techniques and etiquette, letter/ memo writing, and proofreading
- Correct English usage in both written and verbal form, spelling, grammar, punctuation, and arithmetic
- Interpersonal skills using tact, patience, and courtesy

Ability to:

- Learn digital resource management systems
- Meet schedules and timeline
- Prepare written correspondence from written or oral instructions
- Effectively use assessment management software
- Create digital documents, forms, and spreadsheets
- Perform clerical work with speed and accuracy
- Establish and maintain cooperative working relationships
- Exercise good judgment including confidentiality
- Use effective oral and written skills
- Work independently, make common sense decisions in routine and critical situations; work efficiently under pressure with interruptions
- Maintain regular and consistent attendance

Education and Experience:

- Equivalent to completion of twelfth grade
- Two years of increasingly responsible clerical and/or secretarial experience

WORKING CONDITIONS

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 of this position. The noise level in the work environment is usually moderate.

- Daily contact with district and school staff
- Constant interruptions
- Moderate to high stress level
- There is the potential for exposure to dust on shelves/books
- Use of a ladder or step stool to reach for objects

Physical Abilities:

- Hearing and speaking to exchange information in person and on the telephone
- Dexterity of hands and fingers to operate a computer keyboard
- Seeing to read a variety of materials
- Sitting for extended periods of time
- Standing for extended periods of time
- Bending at the waist, kneeling or crouching to file materials
- Occasionally lift and/or move up to 25 pounds

REQUIRED TESTING

Pre-employment testing and assessment to demonstrate minimum qualifications required for the position.

OTHER

- Possession of an appropriate valid California driver's license
- Employee-provided transportation is required

CLEARANCES

- California Department of Justice (DOJ) fingerprint clearance
- Pre-employment physical examination and drug screen clearance
- Current Negative tuberculosis (TB) clearance.

Range: 10

Board Approved: May 23, 2023