GATEWAY UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION: ADMINISTRATIVE SECRETARY
INSTRUCTIONAL SERVICES

DEFINITION OF POSITION

Under supervision of the Director of Instructional Services, performs highly complex secretarial and administrative services in the areas of State testing and Consolidated Application; provides administrative support for the Instructional Services Department. Duties require access to and possession of information pertaining to employer/employee relations and confidential matters related to the collective bargaining process.

ESSENTIAL FUNCTIONS

- Coordinates department functions to help relieve the Director of Instructional Services of routine detail.
- Collects data, organizes information and assists with preparation and filing of Consolidated Application (ConAp) Parts I and II; Language Census Survey (R30), Student National Origin Report (SNOR), Civil Rights Report and Coordinated Compliance Review (CCR).
- Assists school principals with format and budget data for their annual Single Plan for Student Achievement.
- Assists with formatting and filing of the district LEA Plan.
- Assists with filing GATE Application, English Language Acquisition Program (ELAP) and Community Based English Tutoring (CBET).
- Assists with Pre-ID database information for all State testing; CST, CMA CAPA, CELDT, CAHSEE and Physical Fitness; Submits Pre-ID orders for all State testing; Orders and distributes testing materials from State.
- Processes purchase orders for the Instructional Services department.
- Provides administrative support for grant funded and categorical programs including SAILS, PEP, Homeless and Foster Youth, and Indian Education; audits monthly attendance reports, collects data, organizes information and submits program reporting to CDE.
- Performs duties required to support the Medi-Cal Administrative Activities (MAA) program; research resources and create community outreach materials for sites; create and maintain MAA audit binder; review all job classifications and total weekly hours worked by participants; prepare pre-printed time survey forms for participants; review federally funded personnel list quarterly for exclusions.
- Prepare tape list report to submit to Department of Health Services for quarterly Medi-Cal percentage rate.
- Assists in processing employee time sheets and absences for submission to the payroll department; compiles and maintains staff rosters and contact information for categorical programs.
- Assists with managing department budget and individual budgets for grant funded programs; organizes material to monitor expenditures and maintains accurate records.
- Provide information and/or answer questions where judgment, knowledge, and interpretation of policies, procedures and regulations are necessary.
- Order and maintain supply of textbooks and support materials.
- Applies regulations, policies and procedures to department responsibilities to assure compliance; maintains necessary documentation.
- Performs the necessary research to complete assigned projects.
- May coordinate and direct temporary staff as needed during periods of heavy workload.
- Schedules appointments and maintains calendar for the department; receives and distributes mail.
- Arranges meetings, including preparing agendas, recording minutes, distributing materials and notifying participants.
- Maintains a variety of complex files, electronic and manual.
- Performs other related duties as assigned.

REQUIRED QUALIFICATIONS

- Pass the General Clerical Exam administered by the district at the 70th percentile or above.
- Type 60 net words per minute on a 5-minute timed writing (Outside certificate is acceptable).
- Specialized duties require access to and possession of information relating to employer-employee relations; therefore, this is a Confidential position and not a part of the Classified Bargaining Unit.
- Compose difficult letters independently.
- Ability to perform web based reporting and research.
- Ability to analyze situations accurately and prioritize work in a highly demanding position.
- Excellent mechanical skills; accurate typing; extensive and up-to-date knowledge of business English, including vocabulary, grammatical usage, punctuation and report presentations.
- Use modern office practices and procedures and standard office equipment operation.
- Analyze situations accurately and adopt an effective course of action.
- Procedures pertaining to student record management;

DESIRED QUALIFICATIONS

Knowledge of:

- A working knowledge (or quickly acquired knowledge) of State reporting and testing practices.
- A working knowledge (or quickly acquired knowledge) of the Gateway Unified School District Board policies and administrative regulations, general philosophy and beliefs.
- Establish and maintain harmonious relationships with staff, students, parents and collaborative agencies using tact, patience and courtesy.
- Ability to maintain a flexible schedule. It is a 40-hour per week assignment; however, the hours of the assignment will vary depending on the requirements of meeting schedules for any given week; overtime hours in this position are common.

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.

While performing the duties of this job, the employee is regularly required to walk; sit; use hands to finger, handle, or feel and reach with hands and arms. The employee frequently is required to stand. The employee is occasionally required to stoop, kneel, crouch, or crawl. The employee must frequently lift and/or move up to 10 pounds and occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision and peripheral vision.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EXPERIENCE AND EDUCATION

1. High school diploma or the equivalent, supplemented by a business college or secretarial training.

2. A minimum of five (5) years of experience in a progressively higher level of executive secretarial/administrative work, including legal practices and record keeping duties.