



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SENIOR ADMINISTRATIVE ASSISTANT II
TO THE ASSISTANT SUPERINTENDENT OF CURRICULUM AND INSTRUCTION

REPORTS TO: Assistant Superintendent of Curriculum & Instruction **SITE:** District Office

CLASSIFICATION: Classified **WORK YEAR:** 12 Month

SALARY: Range 150 – Classified Salary Schedule

APPROVED BY THE BOARD OF TRUSTEES: June 8, 2023

JOB SUMMARY:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, the Administrative Assistant II, manages the administrative functions and details of the Assistant Superintendent's office in the areas of Curriculum and Instruction, relieves them of administrative and clerical details by performing skilled and complex secretarial and administrative support work; participates in planning, organizing, and scheduling meetings, events, etc.; maintains frequent, sensitive and critical contacts with public and private agencies and with administration, staff, students, parents, community, etc.; receives and attempts to resolve complaints/problems; maintains Assistant Superintendent's calendar and all general, confidential and special files used by the Assistant Superintendent; receives, screens, prioritizes, routes and/or handles the Assistant Superintendent's mail, assists in responding promptly to correspondence, requests for information, etc.; provides assistance to the Assistant Superintendent's office in matters of community relations; performs other related duties as assigned. The Administrative Assistant II is responsible for maintaining the monthly attendance records and sign-in sheets for all staff and extra-duty personnel. The Administrative Assistant II assists, collaborates, and provides backup to all support staff in Curriculum & Instruction and District Office as needed.

CLASS CHARACTERISTICS:

This position is distinguished from the Administrative Assistant I and from the Administrative Assistant II classifications by the nature, scope and complexity of the work which requires a higher degree of proficient communication, secretarial, managerial, organizational and analytical skills and knowledge of the operations, policies, functions, and organizational relationships of a school district administrative office; the work requires a higher degree of flexibility, initiative, independence, and judgment in the selection and application of methods or procedures to resolve problems and accomplish tasks; the work involves dealing with a wide variety of information on a strictly confidential basis; the work involves constant contact with employees, students, parents, the public and agencies; and the position requires attendance at assigned public meetings/events outside of established working hours. The position is distinguished from the Administrative Assistant II classification as they support multiple administrators, including work for the highest level administrators, frequently involving matters of greater sensitivity, impact and complexity.

ESSENTIAL FUNCTIONS:

1. Serves as liaison for the Assistant Superintendent and Directors of Special Education and Directors of Curriculum & Assessment; with District and school staff, parents, the community, and public and private agencies.
2. Assists the Assistant Superintendent in arranging priorities for handling of correspondence, meetings and transactions.
3. Composes, types and assembles correspondence, reports, memoranda, and other materials independently.
4. Develops procedures to expedite transmittal of information and/or to facilitate implementation of Department programs or directives.

5. Independently or in accordance with general instructions, composes correspondence on a wide range of subjects.
6. Prepares reports by researching, assembling, and summarizing information and data.
7. Attends meetings to provide support; and may serve on committees, preparing agendas and recording minutes.
8. Maintains material of a highly confidential and sensitive nature.
9. Maintains the Assistant Superintendent's appointment, calendar; and assists the Assistant Superintendent in coordinating special projects.
10. Makes registration/travel arrangements for the Assistant Superintendent related to conferences or other meetings and functions.
11. Responds to written and verbal requests for information; and takes and transcribes dictation as needed.
12. Creates reports to the Board for expenditure information by schools for field trips and conferences.
13. Coordinates and maintains the Time and Attendance system, sign-in-and-out procedures, mailboxes, and general activity of the Curriculum & Instruction department.
14. Assists, collaborates, and provides backup to all support staff in Curriculum & Assessment and District Office as needed.
15. Provides information to staff and the public on department policies and procedures.
16. Provides letters, memoranda, reports, flyers, newsletters, tables, charts and power point presentations.
17. Maintains department records and files, including District course catalog, UC course management portal, and courses of study.
18. Provides administrative assistance to the Director of Curriculum and Assessment.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential functions above with or without reasonable accommodation.
- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, the Board of Education, students, parents and the general public.

QUALIFICATIONS:

Education/Experience

- High school diploma or equivalent (GED).
- Three years of increasingly responsible administrative experience, including the exercise of independent judgment, preferably within a school district.
- Ability to type accurately at 65 words per minute.
- Ability to record dictation and transcribe accurately and quickly.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.
- Ability to plan, organize, and schedule meetings and events.
- Possession of effective public relations skills.
- Ability to effectively communicate with administration, staff, students, parents, media, and community.
- Excellent working knowledge of Microsoft Word/Office software.
- Excellent working knowledge of the District's student information system and other software used by the Curriculum & Instruction office.
- Ability to monitor and reconcile office budgets.
- Ability to compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.

DESIRABLE SKILLS:

- Related experience in a school or in a central administration office setting.
- Knowledge of laws and regulations, governing a school district.
- Knowledge of Microsoft Office products, including Excel and presentation software.

ABILITY TO:

- Perform responsible and difficult clerical work with speed and accuracy.
- Work independently with little direction.
- Understand and carry out oral and written instructions.
- Establish and maintain effective relationships with those contacted in the course of work.
- Be flexible to perform work within changing priorities and possess sufficient interpersonal skill to work harmoniously with staff, students, administrators, parents and others.
- Demonstrated ability to be efficient, accurate and pay attention to detail.
- Critical thinking skills, as well as the ability to multi-task.
- Analyze situations accurately and adopt an effective course of action.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

PHYSICAL DEMANDS/WORKING CONDITIONS:

- School administrative office environment; subject to frequent interruptions.
- Work under pressure of deadlines and time constraints.
- Ability to sit for long periods of time.
- Ability to read fine print and the ability to focus for close vision.
- Ability to hear conversation in person and on the telephone.
Ability to speak in an understandable voice.
- Ability to operate a computer terminal and calculator.
- Ability to stand, reach, bend, lift, kneel, and squat and grasp in order to file and retrieve materials.
- Ability to lift up to 10 pounds.
- Ability to work in moderate to high voice level environment

LICENSES OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):

- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprint.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by qualified incumbents of the position and are not intended to reflect all duties performed within the job. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

SMUHSD Equity Vision

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

Equal Opportunity Employer Statement

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

DISASTER SERVICE WORKERS:

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.