



SAN MATEO UNION HIGH SCHOOL DISTRICT

CLASSIFIED JOB DESCRIPTION

JOB TITLE: SENIOR STAFF ASSISTANT
REPORTS TO: School Principal **SITE:** Peninsula High School
CLASSIFICATION: CSEA Bargaining Unit **WORK YEAR:** 12 months
SALARY: Range 142 – Classified Salary Schedule
BOARD APPROVED DATE: June 8, 2023

JOB SUMMARY:

Under the direction of the Principal, the Senior Staff Assistant at Peninsula Alternative High School serves as the assistant to the Principal, and in general to the administrative team, managing the administrative functions and details of the school, relieving him/her of responsible administrative and clerical details by performing skilled secretarial and administrative support work. The Senior Staff Assistant has access to highly confidential matters, including District employer/employee relations matters, student disciplinary proceedings, and the maintenance of employee files. The Senior Staff Assistant is responsible for maintaining the monthly attendance records and sign-in sheets for all staff and substitutes; distributing monthly warrants; providing orientation and daily assignments to substitute teachers to ensure adequate classroom coverage; the check-in and check-out clearance of teachers at the opening and close of school; distribution of the annual school-wide summer mailing to families; operating the base station for communications to administration and to emergency and/or police contacts; the training and supervision of student aides; assignment of keys to facilities; and the distribution of mail, etc.

The Senior Staff Assistant acts as a resource person to teachers, students, parents and the general public regarding general and specific information on the policies, procedures and activities of the school which may include publicity contact with local news media, receives and screens visitors to the school; maintains the Principal's calendar; receives and attempts to resolve complaints and problems, receives, screens, prioritizes, routes and/or handles independently mail and other forms of communication; assists other school administrators and departments, as required; maintains information on a computer; composes independently or from oral instructions letters, memoranda, requisitions, reports, etc; takes and transcribes dictation, as needed; may direct the work of other clerical and student personnel.

ESSENTIAL FUNCTIONS:

1. Serves as liaison for the Principal and Assistant Principal with District and school staff, parents, and the community.
2. Composes, types and assembles correspondence, reports, memoranda, forms, and other materials independently or with general instructions.
3. Serves as Administrative Assistant to committees preparing agendas and minutes; takes minutes for Department Head meetings and site council meetings.
4. Checks the Automated Substitute Placement and Absence Management System daily for absences and ensures coverage for any "un-filled" absences.
5. Arranges interpretation and translation and may provide interpretation and translation.
6. Summer School Staff Assistant on location performing similar duties as during the school year.
7. Maintains classified employee Time and Attendance reports.
8. Maintains Student Information System for teacher referrals, parent verification, deletion of student schedules, generating transcripts, grades, and attendance and discipline if needed;
9. Maintains records of Formal Reprimand, Behavior and Attendance, and student/parent contract meetings in Student Information System.
10. During spring months, process all summer school registrations.
11. Assists with student investigations leading to suspension and expulsions.
12. Prepares school calendar and/or daily bulletin.

13. Maintains student records and files; ensures all required student documents are received and completed properly.
14. Supervises student help and assists in coordinating the work of others.
15. Processes initial worker's compensation claims on line and maintains records related to compliance.
16. Acts as receptionist in school office; screens visitors and telephone calls; provides information to staff, parents, and the public on school policies and procedures.
17. Provides all staff and student parking permits.
18. Coordinates main office staff, sign-in-and-out procedures, mailboxes, and general main office activity.
19. Orders cap and gowns and diplomas.
20. Organizes and sets up cap & gowns for distribution at Grad rehearsal.
21. Acts as backup to Attendance Office and Health Office.

EMPLOYMENT STANDARDS:

- Incumbent must be able to perform essential duties 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, administrators, the Board of Trustees, students, parents and the general public.

QUALIFICATIONS:

Education/Training Experience

- High school diploma or equivalent.
- Two years of increasingly responsible Staff Assistant experience, including the exercise of independent judgment, preferably within a school district.
- Fluent in Spanish.

KNOWLEDGE OF/ABILITY TO:

- General knowledge of school district functions, operations and regulations.
- Excellent knowledge of correct English usage, spelling, grammar, and punctuation.
- Type accurately at 55 words per minute
- Record dictation and transcribe accurately and quickly.
- Plan, organize, and schedule meetings and events.
- Possession of effective public relations skills.
- Effectively communicate with administration, staff, students, parents, media, and community.
- Excellent working knowledge of Microsoft Word/Office software.
- Compose, type and assemble correspondences, reports, memoranda, newsletters, and other materials.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Understand and carry out oral and written instructions.
- Meet schedules and time lines.
- Establish and maintain effective working relationships; work cooperatively with others.
- 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:

- Physical ability to sit or otherwise remain stationary at work post for long periods.
- Eyesight sufficient to read fine print and the ability to focus for close vision.
- Manual dexterity and coordination sufficient to operate a computer terminal and calculator; to use standard office equipment and supplies and to manipulate both single sheets of paper and large document holders (binders, manuals, etc.)
- Physical stamina to stand, reach, bend, lift, kneel, squat and grasp in order to file and retrieve materials.

- The ability to lift up to 10 pounds.
- Noise level in working environment moderate.

LICENSE/OTHER REQUIREMENTS:

- Must maintain a valid California Driver License.
- Must successfully pass the District’s pre-employment Department of Justice Live Scan fingerprinting.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position 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 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.