

ADMINISTRATIVE ASSISTANT – CURRICULUM AND INSTRUCTION

DEFINITION:

Under the direction of the K-12 Assistant Superintendents of Curriculum and Instruction, coordinate and organize office activities to assure the smooth operations of each District division; perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; coordinate flow of communications between administrators, faculty, staff, students, parents, and the public.

DISTINGUISHING CHARACTERISTICS:

The Administrative Assistant serves as administrative assistant to an administrator(s) with responsibility over major District divisions. She/he performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities with minimal direction. Incumbents in these classes perform duties with minimal direction, exercising a high degree of judgment, discretion, initiative, and independence. They must have a wide knowledge of the policies and operations of the office in which they work, as well as the school district. This position is classified as a confidential position.

QUALIFICATIONS:

- **Experience:** At least five years in a responsible administrative assistant position
- A minimum of three years in a school or school district office setting
- **Other:** Possession of a valid California driver's license
- **Education:** Equivalent to completion of two years of college (Responsible secretarial position may be substituted for required education on a year-for-year basis.)

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Under the direction of the Assistant Superintendents or designee, incumbent will:

- Coordinate and organize office activities to assure the smooth operations of an assigned District division; create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, and Google Docs.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail.
- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets.
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility.
- Prepare and maintain a variety of records related to assigned activities, establish and maintain filing systems; compile and duplicate related materials as needed.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Where applicable, train and provide work direction and guidance for clerical support staff as assigned by position; provide input on employee performance as requested.
- Operate a variety of office equipment and have a current knowledge of computers and programs such as, Word, Excel, Power Point, Prezi, Google Drive, Adobe Pro, as well as Power School and QSS.

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- Functions and operations of an administrative office.
- District organization, operations, policies and procedures.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Applicable laws, codes, rules, and regulations.
- Financial and statistical record-keeping techniques.
- Research methods.
- Operation of a computer and assigned software.
- Interpersonal skills using tact, patience, and courtesy.

ABILITIES AND SKILLS:

- Acts independently and processes administrative details not requiring attention of the administrator.
- Composes correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.
- Initiates and prepares documents, forms, communications, agenda items, reports, spreadsheets and other documents utilizing software programs.
- Establishes priorities, plans and schedules work, special assignments and projects for the assigned administrator.
- Serves as liaison between administrator, district personnel, and the community.
- Provides technical, clerical, and logistical support to personnel engaged in department activities.
- Facilitates/attends the activities of various committees for and/or with the administrator.
- Initiates and answers telephone calls, makes appointments, and interviews callers and furnishes desired information or assistance.
- Develops, monitors, and maintains department and curriculum and instruction related budget/fiscal records and reports.
- Understands and resolves issues, complaints or problems.
- Responds to formal complaints within the required timeline.
- Prioritizes and organizes work.

SPECIALIZED DUTIES, CURRICULUM AND INSTRUCTION:

- Assists to ensure compliance during District audits related to curriculum and instruction. 7
- In conjunction with the Instructional Media Center (IMC), assist with the coordination of maintaining the yearly Williams Act Compliance Audit for all impacted school sites.
- Prepares and maintains weekly and monthly class size reduction data report.
- Prepares and maintains weekly balancing reports for overflow, CSR, inter-district transfers, program improvement placements, and open enrollment (Romero Bill); compiles and maintains centralized school choice database.
- Prepares, maintains, and administers student registration forms, mandated materials, timelines, online registration, and ePrintShop registration orders for regular school year and summer school.
- Prepares and maintains Parent's Rights and Responsibilities and Student Conduct Code handbooks.
- Monitors financial records for curriculum and instruction and related departments.
- Tracks Field Trips.
- Coordinates and manages student council and club stipends.
- Provides executive assistant back-up for Board Meetings.
- Monitors accuracy and compliance of site bell schedules, including back to school, open house, minimum day, and super minimum day schedules.
- Assists with intersession programs, summer programs, and extended learning programs.
- Organizes and facilitates the FCUSD Teacher of the Year program, including the interview process for the District Teacher of the Year, in collaboration with the Sacramento County Office of Education.

PHYSICAL REQUIREMENTS:

Physical Abilities include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching;

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reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

Significant physical abilities include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

WORK 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.
- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.