



ROMOLAND SCHOOL DISTRICT

25900 Leon Road, Homeland, CA 92548

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JOB DESCRIPTION

ADMINISTRATIVE ASSISTANT

Job Summary:

Under direction, performs and provides administrative assistance in support of a District division providing direction to multiple programs with District wide implication, ensuring the confidentiality of all materials and information.

Essential Job Functions:

- Assists district employees and the general public for the purpose of disseminating information on schools, programs, services and employment positions within the district.
- Attends a variety of meetings (e.g. task forces/committees, conferences, workshops, etc.) as needed for the purpose of taking minutes, conveying and/or gathering information or obtaining training required to perform functions.
- Communicates with executive level management and other district personnel regarding activities, schedules, discrepancies and requests for the purpose of providing specialized and technical information concerning established policies, procedures and guidelines.
- Coordinates and monitors assigned activities and/or program components (e.g. budgets and financial data, education code, federal funds, program grants, critical timelines, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Evaluates situations involving staff, the public and confidential and sensitive events for the purpose of taking appropriate action and/or directing to appropriate personnel.
- Initiates, composes and distributes documents (e.g. minutes, agendas, correspondence, reports, legal documents, requisitions, etc.) for the purpose of communicating information to school and district personnel and the public.
- Maintains contacts on behalf of the administrator with outside groups, special organizations, general public, etc. for the purpose of conveying and/or gathering information to ensure the efficient operation of the division.
- Maintains files and records (e.g. confidential personnel files, department/program files and budgets, etc.) for the purpose of ensuring accuracy and availability of required information; and, complying with all federal/state/county regulations.
- Organizes divisional office activities, communications and information for the purpose of ensuring the efficient and effective operation of the office, and information dissemination between administrator and staff, the public and other district personnel.
- Provides guidance, indirect supervision and direction to clerical support staff as assigned, participating in the selection of new staff and provides input into employee evaluations for the purpose of maximizing the efficiency of the workforce and meeting operational requirements.
- Responds independently to inquiries of divisional staff, general public, etc. for the purpose of providing information and/or direction.
- Reviews and independently researches regulations (e.g. Board policies, bargaining agreements, program requirements, operational procedures, etc.) for the purpose of verifying accuracy of data and ensuring compliance with established policies and procedures.
- Schedules and coordinates conferences, appointments, meetings, travel arrangements, interviews, etc. for the purpose of meeting district goals, improving instructional programs and operational systems, or maximizing efficiency of workforce.
- Supports assigned administrative personnel for the purpose of assisting them with their job functions of maintaining overall site operations.

Other Job Functions:

- Assists other personnel as may be required (e.g. staff recruitment, orientation and inservicing, etc.) for the purpose of supporting them in the completion of their work activities.
- Handles and reconciles funds (e.g. budgets, entitlements, fees, registrations, etc.) for the purpose of recording and reconciling expenses; and ensuring compliance with district financial and legal requirements.

Essential Job Requirements - Qualifications:

- **Skills, Knowledge and/or Abilities Required:** Skill to operate standard office equipment, use English in both written and verbal form, use correct spelling, grammar and punctuation. Ability to perform standard bookkeeping and accounting procedures. Knowledge of computer hardware and software and applicable software applications. Ability to plan and manage projects, make administrative decisions and provide guidance and direction to personnel.

Physical Requirements: The physical requirements below are necessary to perform the essential functions. Reasonable accommodation will be made to enable a person with a disability to perform these functions.

- Work environment is a typical indoor office setting. Requires willingness and ability to work effectively and move about in an office.
- Physical, mental and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions and deal with angry/upset people in a calm and professional manner.
- Sufficient hand/eye coordination and manual dexterity to use a wide variety of office equipment, to keyboard at a rate sufficient to perform the duties of the job, and to write, file, maintain records and prepare reports.
- Sufficient visual acuity to see and read small print.
- Sufficient hearing to conduct in-person and telephone conversations.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversational distance, on the telephone and in addressing groups.
- Ability to sit for extended periods of time, up to an eight-hour shift (with the exception of breaks and lunch).
- Sufficient mobility to bend, stoop, push/pull, stand and walk on an occasional basis to file, move equipment or supplies or take work from one location to another.
- Ability to lift up to 20 pounds on an intermittent basis.

Education and Training Required: High School Diploma. Four (4) years increasingly responsible secretarial experience including one (1) year in an administrative support capacity.

Licenses, Certifications and Testing Required:

- Fingerprint/criminal justice clearance.
- Tuberculosis clearance.
- Keyboarding examination at 60 net words per minute from clear copy.

Employment Category: **Classified Bargaining Unit**

Initiated: 12/12/06

Job Description Board Approved: 1/9/07