

**Laguna Beach Unified School District**  
**Job Description: District Office Assistant IV**

**DEFINITION**

Under general supervision of one or more District administrators, serves as administrative support for the department, and performs a variety of secretarial and clerical duties. Duties performed are designed to relieve the administrator of office and routine responsibilities by planning, organizing, and supervising a variety of office and technical details.

**ESSENTIAL DUTIES:**

- Serve as administrative support to a cabinet-level administrator/s; perform a variety of clerical and technical tasks and serve as liaison with other district staff and the public
- Obtain and provide information to staff and the public where judgment, knowledge, and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility
- Performs a wide variety of complex clerical work, including typing/word processing, proofreading, filing, recording information, and processing and distribution of all correspondence
- Coordinates the preparation of Board of Education agenda items for the department as assigned; reviews agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edits, rewrites, or originates agenda items; coordinates changes to the agenda items; prepares and distribute follow-up review of Board action to staff and community
- Schedules, organizes, and expedites the workflow of the administrator's office
- Establishes, maintains, and ensures proper use of confidential files, which may include student, personnel, and payroll records
- Composes independently or in accordance with general instruction, correspondence on a wide range of subjects requiring knowledge of procedures and policies of the school, district, or assigned area
- Transcribe a variety of material including those of a confidential nature; take and transcribe minutes from meetings of a variety of committees and groups
- Perform a variety of activities related to the assigned department
- Screens correspondence and telephone calls for administrators and staff. Maintains multiple calendars. Organizes appointments and staff meetings, and makes arrangements for school visitations
- Exercises diplomacy in answering questions and resolves situations involving students, parents, the public, location staff, and district personnel through knowledge of school policies and general district rules and regulations
- Maintains and retrieves financial records, such as department budgets, grant budgets, and other accounts
- Creates, reviews, validates, and submits a variety of required State and Federal reports
- Compiles, develops, and designs reports, handbooks, newsletters, and special projects from a variety of sources
- Requisitions, orders, and maintains an adequate inventory of supplies, instructional materials, and technology equipment and applications
- Plan follow-up activities to ensure timelines are met
- Prepares input data for a computerized record management, storage, and retrieval system, and utilizes the output reports in the office operational functions
- Monitors and assists with coordination of a variety of grant requirements
- Assists with planning and organization of professional development for department staff
- Assists with planning and organization of summer and/or extended day programming
- Assists with the preparation, distribution, and input of data for department surveys
- Prepares information for and assists with updating the Department web page
- Prepares purchase requisitions for materials & supplies, contracts, and reimbursements via the Business Plus financial system

- Coordinate and schedule appointments, arrange meetings, and make travel arrangements; update the master calendar as assigned; attend meetings as assigned; screen visitors and phone calls

**OTHER REPRESENTATIVE DUTIES:**

- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed
- Receive mail and identify and refer matters in order of priority
- Participates in job-related or District training as required
- Perform related duties as assigned.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

**Knowledge of:**

- Organization, programs, operations, procedures, specific rules, and precedents of assigned office
- Correct English usage, grammar, spelling, punctuation, vocabulary, and fundamental mathematical calculation
- Current office methods, procedures, and equipment, including automated data management, storage, retrieval systems, receptionist and telephone techniques, correspondence and report writing, and proofreading
- Letter and report preparation techniques
- District policies, rules, and regulations applicable to the department
- Numerical, alphabetical, and subject matter filing systems.
- Communication techniques, strategies, and procedures
- First aid, CPR, and emergency preparedness
- Web-based computer applications for input of student data and generating reports

**Ability to:**

- Perform a variety of difficult and complex clerical work involving the use of independent judgment, accuracy, speed, and confidentiality
- Prepare, review, and distribute agendas as assigned
- Analyze difficult and sensitive situations and adopt an appropriate course of action
- Knowledge of legal mandates, policies, regulations, and operational procedures
- Assemble and compile data and information, and utilize information to prepare reports
- Relate well to a variety of individuals, including students, parents, staff, and the community
- Proficiently operate and maintain office equipment
- Learn, interpret, and apply complex policies, administrative regulations, and operational procedures
- Perform secretarial work without continuous supervision
- Maintain a professional demeanor at all times
- Understand and carry out oral and written instructions
- Maintain cooperative working relationships with those contacted in the course of work, maintaining confidentiality of specified information
- Set up and maintain complex filing systems
- Make mathematical calculations with speed and accuracy
- Meet schedules and timelines

**MINIMUM QUALIFICATIONS:**

**Experience:**

Three or more years of increasingly responsible clerical experience demonstrating exemplary independent judgment. Experience in a public school system is preferred.

**Education:**

Equivalent to the completion of the twelfth grade, supplemented by coursework or training in business office management, clerical, or related technical skill areas.

### **Licenses and Other Requirements:**

Willingness to acquire valid CPR and First Aid certifications issued by an authorizing agency.

### **Personal Qualities:**

- Independent worker
- Maturity and good judgment
- Professional appearance
- Willingness to assume a wide range of responsibilities
- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Commitment to professional responsibility
- High intrinsic motivation

### **WORKING CONDITIONS:**

#### **Environment:**

- Indoor office work environment.
- Constant interruptions.

### **Physical Requirements:**

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. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions. While performing the duties of this job, the employee is required to demonstrate:

- Ability to frequently stand, sit, reach, grasp, stoop, bend, twist, kneel, squat, and twist
- Ability to frequently lift and/or move up to 15 pounds, occasionally move or lift up to 25 pounds, and occasionally move or lift up to 50 pounds with assistance.
- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment
- Ability to hear and understand speech at normal levels in person and on the telephone
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone
- Ability to operate office equipment with dexterity and in a safe and efficient manner

### **Operation of Vehicles, Machinery, and Equipment Requirements:**

- Ability to travel to a variety of locations within reasonable time frame
- Must be able to operate office, multimedia, and computer equipment

### **Mental and Emotional Requirements:**

- Ability to understand and follow oral and written directions
- Ability to work independently with little direction
- Ability to work on multiple, complex tasks simultaneously to meet numerous deadlines
- Ability to establish and maintain effective working relationships with others
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments
- Ability to exchange information
- Ability to monitor student activities

- Ability to learn the procedures, function, and limitations of assigned duties

**SPECIAL REQUIREMENTS:**

Applicant must successfully pass the skill test administered by the District, and speak, read, and write in English.