

COLTON JOINT UNIFIED SCHOOL DISTRICT

CLASS TITLE: PUPIL PERSONNEL SERVICES OFFICE SUPERVISOR

BASIC FUNCTION:

Under the direction of the Director- Pupil Personnel Services, organize and direct the daily office operations of the Pupil Personnel Services Department; maintain certificated and classified personnel records; communicate and disseminate pertinent information to Department personnel; perform complex administrative duties to relieve the Director of a variety of administrative details; train, supervise and evaluate the performance of assigned personnel.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Organize and direct the daily office operations of the Pupil Personnel Services Department; develop departmental forms; maintain appropriate records and distribute information pertinent to office efficiency; participate in the development and implementation of departmental policies and procedures.

Perform a variety of complex duties as office supervisor to an administrative branch, relieving the Director of a variety of office, secretarial and administrative detail; organize and direct office activities and coordinate communications for the Director; maintain confidentiality of privileged and sensitive information.

Prioritize substitute special education instructional assistant coverage in conjunction with appropriate departments; assign instructional assistants to sites.

Respond to requests, concerns and questions from officials, staff and the public; represent the District by phone and written communication; interpret policies and regulations to officials, staff and the public.

Coordinate and schedule various appointments and meetings; maintain and coordinate the Director's calendar; prepare and disseminate calendar of events.

Oversee and manage daily attendance of certificated, classified and itinerant staff.

Perform special projects and prepare various forms and reports on behalf of the Director; attend to administrative details on special matters as assigned.

Research and compile a variety of information; compute statistical information for various federal, State and District reports; process and evaluate a variety of forms related to assigned functions.

Prepare, maintain and account for personnel attendance records and reports as assigned; prepare regular payroll reports with Director's authorization and submit to the payroll department; monitor and submit employee timesheets.

Prepare and process requisitions, invoices and travel reimbursements in accordance with established guidelines; monitor and maintain budget information.

Train, supervise and evaluate the performance of assigned staff; interview and select employees and recommend transfers, reassignment, termination and disciplinary actions.

Prepare and maintain a variety of reports, records and files related to personnel and assigned activities.

Communicate with administrators, personnel and outside organizations to coordinate activities, resolve issues and conflicts and exchange information.

Operate a computer and assigned software programs; operate other office equipment as assigned.

Attend a variety of meetings as assigned.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions and operations of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws, rules and regulations related to pupil personnel services programs and confidentiality of sensitive information.

Modern office practices, procedures and equipment.

Oral and written communication skills.

Principles and practices of supervision and training.

Applicable laws, codes, regulations, policies and procedures.

Interpersonal skills using tact, patience and courtesy.

Operation of a computer and assigned software.

ABILITY TO:

Organize, coordinate and oversee multiple office operations, activities and staff.

Assure efficient and timely completion of office and program projects and activities.

Establish and revise priorities of clerical work, staff, and office activities.

Perform responsible and confidential secretarial and administrative support duties to relieve an administrator of a variety of administrative details.

Interpret, apply and explain laws, codes, rules, regulations, policies and procedures.

Answer telephones and greet the public courteously.

Train and evaluate the performance of assigned staff.

Communicate effectively both orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Operate a computer and assigned office equipment.

Analyze situations accurately and adopt an effective course of action.

Meet schedules and time lines.

Work independently with little direction.

Plan and organize work.

Prepare records and reports related to assigned activities.

EDUCATION AND EXPERIENCE:

Education: Graduation from high school or equivalent. Supplemental college-level coursework in general education, business administration or related field is desired.

Experience: Five years increasingly responsible clerical or administrative support experience.

Any combination of training and/or experience that would likely provide the required knowledge and abilities may be considered.

LICENSES AND OTHER REQUIREMENTS:

Valid California Driver's License

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

Driving a vehicle to conduct work.

PHYSICAL DEMANDS:

Hearing and speaking to exchange information.

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Sitting for extended periods of time.