Administrative Assistant to Assistant Superintendent of Educational Services

Purpose Statement
The job of Administrative Assistant Educational Services is done for the purpose/s of providing administrative and secretarial support to assigned administrative personnel; coordinating activities of assigned administrative personnel; ensuring compliance of activities under the area of responsibility with financial, legal and administrative requirements; and providing information, recommendations and/or direction as may be requested by the assigned administrator.

Essential Functions

- Assists other administrative personnel as may be required for the purpose of supporting them in the completion of their work activities.
- Attends meetings as assigned for the purpose of conveying and/or gathering information required to perform functions.
- Compiles data from a variety of sources (e.g. agenda items, payroll, budget, state reports, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Composes documents (e.g. correspondence, agendas, minutes, bulletins, reports, etc.) for the purpose of communication information to school and district personnel, the public, state officials, etc.
- Coordinates a variety of programs and activities as assigned for the purpose of delivering services in conformance to established Educational Services and program guidelines.
- Evaluates situations (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate action and/or directing to appropriate personnel for resolution.
- Maintains various student records (confidential and non-confidential) for the purpose of ensuring documentation for future reference in accordance with administrative and legal requirements.
- Performs record keeping (confidential and non-confidential) and general and program specific clerical functions (e.g. scheduling, copying, faxing, etc.) for the purpose of supporting assigned administrator and/or site with necessary materials.
- Prepares written materials (e.g. state/federal reports, mailings, purchase orders, letters to parents, budget projections, class lists, board reports, etc.) for the purpose of conveying information regarding school and/or district activities and procedures.
- Processes documents and materials (e.g. student information, requests for service, payroll, purchase orders, schedules, agendas, mail, etc.) for the purpose of disseminating information to appropriate parties.
- Process and organizes the yearly ordering of supply and materials with the support of the Assistant Superintendent and Coordinator of Educational Services.
- Researches a variety of topics as requested (e.g. current practices, district policies, etc.) for the purpose of providing information for addressing a variety of Educational Services Department administrative requirements.

- Responds to inquiries (e.g. staff, the public, parents, and/or students) for the purpose of providing information and/or direction as may be required.
- Schedules a variety of activities (e.g. meetings, evaluations, etc.) for the purpose of assisting staff in addressing their job functions and maintaining efficient utilization of personnel.
- Supports the Assistant Superintendent of Educational Services, Coordinator of Educational Services and other Educational Services and personnel for the purpose of providing assistance with their administrative functions.
- Supports the organization, set up, clean up of Educational Services events and District functions.
- Supports in other related duties as assigned

Job Requirements & Skills

Skills

Skills are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: applying pertinent codes, policies, regulations and/or laws as related to worker compensation and employee benefits; communicating with diverse groups; operation standard office equipment including utilizing pertinent software applications; and preparing and maintaining accurate records.

Knowledge

Knowledge is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge is required to satisfactorily perform the functions of the job includes: business telephone etiquette and office methods and practices.

Ability

Ability is required to schedule a number of activities, meetings, and/or events; gather, collate, and/or classify data; and consider a number of factors when using equipment. Ability to maintain, sort, and enter purchase requisitions into Fiscal Software. Ability to meet fiscal deadlines, including invoice payments and timesheet pre-processing. Flexibility is required to independently work with others in a wide variety of circumstances; work with data utilizing defined and similar processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize specific, job-related equipment. In working with others, problem solving is required to identify issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: none specified.

Responsibility

Responsibilities include: working independently under broad organizational guidelines to achieve unit objectives; assisting multiple departments; and determining the use of funds. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to significantly impact the organization’s services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: Sitting for extended periods of time, occasional lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling, significant fine finger dexterity, hearing and speaking to exchange information and make presentations. The job is performed under some temperature extremes and some hazardous conditions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Experience
Job related experience with increasing levels of responsibility

Education
High School Diploma or equivalent

Required Testing
Successful Completion of Pre-Employment Process

Additional Qualifications
Ability to travel to other sites/locations

Continuing Education/ Training
Training attendance at workshops as appropriate

Certificates & Licenses
None Specified

Clearances
DOJ/FBI Fingerprint Clearance
TB Clearance

Supervision
Assistant Superintendent Educational Services

Salary Grade
Range 31

Work Year
260 Days