

CONFIDENTIAL JOB DESCRIPTION

**ADMINISTRATIVE ASSISTANT FOR INSTRUCTIONAL
SERVICES AND SUPPORT**

JOB SUMMARY:

Serves as personal and confidential secretary to the Assistant Superintendent of Innovation and Instruction. Provides service to all District schools by performing challenging administrative support, often of a confidential nature, in the office of the Instructional Services and Support Division.

ESSENTIAL JOB FUNCTIONS:

- Prepares documents and related materials for District negotiations from the Instructional Services and Support Division.
- Coordinates and assembles information for presentations by the Instructional Services and Support Division. Provides assistance and materials as needed. Conducts follow-up.
- Provides support to District schools by answering questions and/or providing information related to the various phases of work in the school system.
- Initiates steps required for completion of priority items when necessary.
- In specific situations, coordinates activities of other Division staff members in order to attain a specific goal. May supervise clerical staff and maintain an even distribution and flow of work.
- Communicates with parents, community, and others. Provides information needing judgment, knowledge, and interpretation of District policies, regulations, and procedures.
- Screens parent concerns and keeps a record. Acts as the liaison between Spanish-speaking parents and the District; participates in meetings to assist in translations, as necessary.
- Prepares, generally confidential, materials for the Board of Education. Includes drafting and typing of agenda items for Board meetings, assisting in the preparation of the weekly report, and typing other documents.
- Screens and schedules appointments.
- Opens and sorts mail received in the Division from inside and outside the District. Includes handling bargaining materials and other confidential documents.
- Prepares confidential materials for personnel evaluations.
- Makes arrangements for business/conference travel for staff in the office of Instructional Services and Support.
- Assists other District staff members in various tasks such as proofreading, doing translations, and other administrative and technical support, as necessary.
- Keeps absence records for heads of departments within the Division.
- Coordinates communication between Instructional Services and Support, Business Services and Support, Human Resources Services and Support, and the Superintendent's Office.

- Uses a wide variety of office tools and equipment in the performance of secretarial and clerical work, to include drafting and typing forms, correspondence, presentations, brochures, and other documents; maintaining files; ordering office supplies; answering phones; and planning and arranging meetings.
- Performs other duties as assigned.

ESSENTIAL JOB REQUIREMENTS - QUALIFICATIONS:

- Evidence of successful work experience at this level of at least three years.
- Ability to perform a variety of difficult administrative support under minimum supervision; to retain the confidentiality of the work assigned; to relate to employees and public in a positive manner; to type 55 words per minute. Excellent English and Spanish oral and written communication skills required.
- Knowledge of modern office practices and procedures, including: use various word processing, financial, spreadsheet, presentation, calendaring, and communication computer programs (e.g., Microsoft Word, Excel, PowerPoint, BusinessPLUS™, and email) in IBM and/or Mac platforms.
- Knowledge of District policies, practices, and goals.
- Graduation from business school or technical (secretarial) training school.

Confidential Salary Schedule: Range 26

BOARD APPROVED: 12/09/97

REVISION DATES: 06/10/15

09/07/16

03/16/21