

Sunnyvale School District
Position Title: Department Administrative Assistant

Work days/month: 261 days/12 months

Salary: Range 34 (<https://www.sesd.org/Page/719>)

Basic Functions:

- Under the direction of an assigned supervisor in the departments of Teaching and Learning, Human Resources, Operations, and Business Services, perform a wide variety of tasks related to the Department.

Essential Duties & Responsibilities:

- Serve as a point of contact among teachers, support staff, the public, and administrators for specified programs. Explain program policies and procedures; provide technical information to parents, staff, and others. Answer questions, resolve issues, exchange information, and respond to needs.
- Interface with staff and public representing the school district in a professional, cordial, and service-oriented manner.
- Collaborate and/or follow up with staff as needed to ensure accuracy, efficiency, and quality. Redirect incoming calls and requests as appropriate.
- Compile information, prepare and maintain a wide variety of complex data, letters, records, reports, including state and federal reports and materials according to established procedures and timelines; Ensure that data is compiled, analyzed, presented, and utilized in an accurate, effective, efficient manner.
- Assist in the preparations of data and program information for district or school sites; process a variety of information including forms, surveys, assessments, letters, and applications in compliance with all relevant regulations, guidelines, and objectives.
- Perform a wide variety of routine department-related tasks related to the assigned function; compose independently or from verbal instruction, emails/letters requesting or responding to information, or dealing with routine matters.
- Schedule events, appointments, or meetings and maintain calendars, ensuring effective scheduling and communication.
- Implement a system for coordinating meetings and training that ensures a systematic approach to identifying participants, budgets, contracts, venues, materials, evaluations, and timelines.
- Assist with the logistics for meetings and trainings including registration processes, corresponding with presenters, and agendas, setting up, creating, and distributing flyers, taking minutes, and communicating with school personnel as necessary.
- Manage resources and materials related to the assigned function such as maintaining inventory; distributing and collecting materials; communicating with vendors regarding the status of services, orders, and prices; generate and track contracts or purchase orders; monitor expenditures.
- Compute and verify hours including compensatory time, vacation time, sick time and time not worked; assure the accuracy of timekeeping documents; obtain proper signatures and distribute paychecks.
- Maintain confidentiality and comply with governmental laws and regulations, as well as District policies and procedures
- Perform other duties as assigned by the supervisor.

Knowledge:

- Strong interpersonal and communication skills to foster positive relationships with students, staff, and community.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Financial and statistical record-keeping and report preparation techniques.
- Laws, codes, rules, and regulations related to assigned activities.
- District organization, operations, policies, and objectives.
- District program requirements.
- Purchasing policies, practices, and terminology.
- Budget preparation and control.
- Operation of a computer and assigned software.
- Current office practices, procedures, and equipment.

Abilities:

- Update skills as new technologies come into use.
- Maintain accurate records.
- Interpret, apply, and explain applicable laws, codes, rules, and regulations.

- Maintain current knowledge of program rules, regulations, requirements, and restrictions applicable to assigned departments.
- Evaluate program requirements and prepare educational grant proposals.
- Plan and organize work.
- Work independently, take initiative, and exercise good judgment.
- Communicate professionally and clearly both verbally and in writing.
- Work cooperatively with diverse staff, students, and community.
- Provide excellent customer service in dynamic situations, maintaining a positive and responsive attitude when facing challenges.
- Follow verbal and written instructions with minimal supervision and use good judgment.
- Organize and prioritize work to meet schedules and timelines within established policies and guidelines.
- Operate a variety of office equipment, such as a computer, copier, two-way radio, or other equipment unique to office activities.

Education and Experience:

- Possess a high school diploma.
- An AA degree from an accredited college or university, or 48-semester units from an institute of higher education, or have equivalent experience in the related field.

Required Licenses & Certificates:

- Fingerprint clearance from the Department of Justice and Federal Bureau of Investigation.

Working Conditions:

1. Environment:

- Office environment.
- Occasional public contact with emotional, dissatisfied, or demanding individuals.
- Must be able to function in an office environment engaged in work of primarily a sedentary nature.
- Outdoor environment when required.
- Constant interruptions.

2. Physical Requirements:

- Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
- Kneeling, bending at the waist, and reaching overhead, above the shoulders, and horizontally, to retrieve and store files and supplies.
- Visual acuity to read a variety of materials in both print and digital formats.
- Auditory ability to exchange information.
- Sitting/standing for extended periods of time.
- Ability to lift up to 25 pounds.

Terms of Employment:

- Salary and terms of employment are described in the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).

Evaluation:

- The performance of this job will be evaluated in accordance with the Agreement between the Sunnyvale School District and the California School Employees Association (CSEA).