

## **ADMINISTRATIVE ASSISTANT IV**

### **DEFINITION:**

Under the direction of the Assistant Superintendent, coordinate and organize office activities to assure the smooth operations of a District Department; perform a wide variety of independent secretarial and high-level administrative assistant duties in support of the Assistant Superintendent, ensuring efficient operation of the District Department's goals and initiatives. This role involves managing schedules, coordinating the flow of communications between administrators, faculty, staff, students, parents, and the public, and handling correspondence.

### **DISTINGUISHING CHARACTERISTICS:**

The Administrative Assistant IV is the senior level administrative professional in the department administrative assistant series. The incumbent performs duties requiring a high level of initiative and independent decision-making in a broad range of District activities. Performs duties with minimal direction, exercising a high degree of judgment, and discretion. Advancement to this role requires wide knowledge of the policies and operations of the office in which they work, as well as the school district programs and operations. Must be able to apply this knowledge in the performance of their assigned tasks and to relay this information to the public and staff members. Advancement opportunities may include roles in the Professional Confidential unit such as Administrative Secretary, Administrative Assistant to the Superintendent and Board, or Executive Assistant to the Superintendent.

### **QUALIFICATIONS:**

A combination of education and/or experience that provides the required knowledge, skills, and abilities to perform the essential functions of the position. Additional experience, as outlined below, may be substituted for required education on a year-for-year basis. A typical combination includes:

#### **Experience:**

- At least five (5) years in a responsible administrative assistant position.
- A minimum of three (3) years in a school or school district office setting is preferred.

#### **Education:**

- Equivalent to completion of twelfth grade.
- Possession of an Associate's Degree or equivalent to completion of two (2) years of college preferred

#### **Licenses and Certifications:**

- Typing Certificate of forty (40) words per minute(wpm).

### **ESSENTIAL DUTIES AND RESPONSIBILITIES:**

Under the direction of the Assistant Superintendent or designee, incumbent will:

- Coordinate and organize office activities to ensure the smooth operations of an assigned District Department
- Create a variety of correspondence, memoranda, requisitions, reports, board agenda items, agendas, spreadsheets, forms, letters, emails, calendars, presentations and Google Docs.
- Perform a wide variety of independent secretarial and administrative assistant duties to relieve the Assistant Superintendent, and department staff of administrative and clerical detail.

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- Coordinate flow of communication and serve as a liaison between administrators, faculty, staff, students, parents, and the public; explain programs, policies and procedures; initiate and answer telephone calls; screen and route calls; respond to inquiries and provide information; retrieve and respond to messages as appropriate.
- Compose a variety of correspondence independently or from oral instruction and other information as requested; maintain confidentiality of sensitive and privileged information.
- Prepare and maintain financial records related to the assignment; record expenditures; maintain and monitor department, program, and grant budgets.
- Compile information and prepare and maintain a wide variety of data and reports according to established procedures and timelines; participate in special projects and research related to the administrator's area of responsibility.
- Prepare and maintain a variety of records related to assigned activities, establish and maintain filing systems; compile and duplicate related materials as needed.
- Coordinate and schedule meetings, appointments, and conferences; prepare agendas for and take minutes at assigned meetings; arrange travel reservations.
- Collaborates with other staff and may assist in orientation of new hires.
- Operate a variety of office equipment and have a current knowledge of computers and programs such as Microsoft Office Suite (Word, Excel, Power Point) Google Drive, Adobe Pro.

### **SPECIALIZED DUTIES, CURRICULUM AND INSTRUCTION:**

- Align department calendars with the timing, components, and phases of curriculum adoption, implementation, and evaluation processes, ensuring alignment to state standards, pacing guides, and instructional frameworks.
- Assist with the coordination of professional development for educators, including organizing training specific to instructional practice, managing presenter communication, handling workshop logistics, documenting clock hours, and maintaining accurate records of staff participation.
- Support school sites in instructional data use and compliance by handling instructional data submitted by school sites (e.g., assessment results, SPSA updates, WASC Data) and assisting in compliance with state and district accountability plans such as the LCAP.
- Support and track initiatives related to Professional Learning Communities, Multi-Tiered Systems of Support (MTSS), Response to Intervention (RTI), and intervention programs.
- Assists in ensuring compliance during District and Federal audits related to curriculum and instruction.
- Collaborate with the Instructional Media Center (IMC), to coordinate and maintain the yearly Williams Act Compliance Audit for all impacted school sites.
- Prepares, maintains, and administers student registration forms, mandated materials, timelines, online registration, and ePrintShop registration orders for regular school year and summer school.
- Prepares and maintains Parent's Rights and Responsibilities and Student Conduct Code handbooks.
- Monitors financial records for curriculum and instruction and related departments.
- Tracks and maintain records of Field Trips provided throughout the school year
- Coordinate and manage student council and club stipends.
- Monitor the accuracy and compliance of site bell schedules, including back to school, open house, minimum day, and super minimum day schedules.

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- Assists with intersession programs, summer programs, and extended learning programs.

### **KNOWLEDGE:**

- District Board Policies and Administrative Regulations
- Title IX compliance requirements
- Functions and operations of an administrative office
- District organization, operations, policies and procedures
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Applicable laws, codes, rules, and regulations
- Financial and statistical record-keeping techniques
- Research methods, data collection and analysis, report writing
- Operation of a computer and assigned software
- Interpersonal skills using tact, patience, and courtesy

### **ABILITIES AND SKILLS:**

- Acts independently and processes administrative details not requiring attention of the administrator.
- Compose correspondence, including materials of a confidential nature, independently from notes, instructions, transcription, etc., incorporating policy, regulation, or Education Code where appropriate.
- Initiates and prepares documents, forms, communications, agenda items, reports, spreadsheets and other documents utilizing software programs.
- Establishes priorities, plans and schedules work, special assignments and projects for the assigned administrator.
- Serves as liaison between administrator, district personnel, and the community.
- Provides technical, clerical, and logistical support to personnel engaged in department activities.
- Facilitates/attends the activities of various committees for and/or with the administrator.
- Initiates and answers telephone calls, makes appointments, and interviews callers and furnishes desired information or assistance.
- Develops, monitors, and maintains department budget/fiscal records and reports.
- Understands and resolves issues, complaints or problems.
- Responds to formal complaints within the required timeline.
- Prioritizes and organizes work.

### **PHYSICAL REQUIREMENTS:**

**Physical Abilities** include the usual and customary methods of performing the job's functions and require the following physical demands: occasional lifting, carrying, pushing and/or pulling; some climbing and balancing, some stooping, kneeling, crouching; reaching, handling, touching and/or feeling; manual dexterity to operate a telephone and enter data into a computer.

**Significant physical abilities** include ability to sit at a desk, conference table, or in meetings of various configurations for extended periods of time; see and read, with or without visual aids, laws and codes, rules, policies and other printed matter, computer screens and printouts; hear and understand speech at normal room

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levels and hear and understand speech on the telephone; speak in audible tones so that others may understand clearly in normal conversations.

### **WORK ENVIRONMENT:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- The noise level in the work environment is usually moderate.
- Employees in this position will be required to work indoors in a standard office environment and come in direct contact with district staff and the public.