



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 52-2022/23
DOCUMENT NO. 33-2022/23
DATED: 02/15/2023

ADMINISTRATIVE SPECIALIST

DEPARTMENT/SITE: Human Resources

SALARY SCHEDULE: Classified Bargaining Unit

SALARY RANGE: 40

WORK YEAR: 12 Months (261 Days)

REPORTS TO: Assistant Superintendent of Human Resources

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of the Assistant Superintendent of Human Resources, the Administrative Specialist provides classified professional learning for all classified services by developing professional development, hands on training in all areas; assesses training needs district-wide, and organizes and facilitates trainers that are internal and external from the District; creates and implements the Classified Professional Learning Plan with an emphasis on individual employee needs assessments, accountability, data-driven decision making, and delivering high-quality applicable content that is available to classified personnel throughout the District, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

This position is responsible for assessing the District's departmental training needs to create professional learning opportunities district-wide for all classified personnel.

ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:

The following alphabetical list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties, and tasks from those set forth below to address business needs and changing business practices.

- Assists the Classified Professional Development Committee in planning the annual classified staff conference.
- Assists in the evaluation, review and revision of the District Classified Professional Learning Program.
- Assumes responsibility for ongoing development, researching training industry standards and best practices, and embracing new technologies that relate to classified services.
- Collaborates with the Superintendent, administrators, instructional leaders, professional development vendors, and others to make service offerings consistent with District services to refine professional development services.
- Collaborates with district leadership to identify learning needs and gathers information to create and implement training for classified personnel.

- Conducts, plans, and coordinates training orientations session for classified personnel; designs employee-based training and creates teaching manuals which may include online modules.
- Coordinates and oversees hands-on-training programs for all classified staff, including regular classified, confidential, supervisory, and classified management.
- Coordinates with the Human Resources Department to ensure that training modules are developed and kept up to date for classified personnel.
- Develops and implements learning curriculum that is consistent with current trends and best practices; coordinates, administers, and schedules initial and ongoing training for District classified personnel.
- Develops a model for professional learning, data-based decision-making, and modifies professional development or other programs based on needs assessments.
- Develops, produces, and organizes ongoing, sustained, and intensive high-quality professional development in the integration of advanced technologies, including emerging technologies, into all aspects of District work.
- Focuses on continuous improvement to increase quality customer service and assists classified personnel in making seamless transitions within their jobs.
- Identifies areas for personnel cross-training and implements the training needed to support the objective to encourage staff development.
- Maintains accurate records on program development, consulting services, and cost for delivery of professional development, training assessments and other related data.
- Plans, organizes, and develops training programs, and selected special programs; provides creativity, leadership and vision in the development of strategic plans and program development plans for the District's classified personnel training programs; including marketing, recruitment, and engagement strategies; conducts ongoing evaluation of classified professional learning programs and improvement efforts towards achieving program goals and objectives.
- Stays abreast of new trends and changes in the field of education by attending and participating in professional meetings, and by discussing developments and issues of mutual interest with others in the field.
- Surveys classified personnel in the types of training needed to help with their current day-to-day jobs; assesses productivity and identifies inefficiencies for future training needs.
- Travels to various site locations as needed.
- Works with District leaders regarding content, new employee support, professional development, program improvements, accountability, and other areas to ensure that assigned personnel receive sufficient knowledge in all relevant content areas; works with instructional personnel and others to define quality standards in terms of satisfaction, practical results, achievement results, and other identified areas.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District training.

KNOWLEDGE, SKILLS, AND ABILITIES

(At time of application)

Knowledge of:

- District organization, operations, policies procedures, goals
- Principles, practices, techniques and tools applicable to program
- Effective strategies, theories, techniques, and methods of professional development
- Planning processes including setting measurable objectives and

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organizational improvement analysis

- Principles and practices of group facilitation; communicating information to large groups
- Modern office practices, procedures and equipment
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- Effective strategies, theories, techniques, and methods of professional development.
- Use of job-related software applications, including virtual meeting platforms
- Maintaining records and generating reports

Skills and Abilities to:

- Communicates effectively and proactively with subject matter experts, business partners, and District staff
- Demonstrate leadership to all classified personnel by inspiring and motivating others to reach a common goal
- Display strong communications skills, both verbal and written
- Develop and maintain an inclusive work environment that fosters diversity, respect and engagement
- Demonstrate resourcefulness, ability to solve problems and work independently and a high degree of professionalism, including discretion and attention to confidentiality
- Coordinate and perform highly complex, advanced-level duties to deliver high quality and high-efficacy services
- Exemplary planning, organizational and time management skills in order to meet schedules and timelines
- Make presentations and present proposals and recommendations clearly, logically and persuasively to diverse audiences.
- Research, analyze, compile, verify and interpret data, and prepare reports
- Read, interpret, comprehend, apply and explain rules, regulations, policies and procedures
- Handle multiple tasks, work under pressure, and work with priorities/deadlines subject to frequent change
- Exercise analytical and independent judgment to analyze situations accurately and adopt an effective course of action
- Compose correspondence and written materials independently
- Work collaboratively and build positive relationships with a diverse group of stakeholders

RESPONSIBILITY:

Responsibilities include working under limited supervision following standardized practices and or methods. Utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills, and Abilities listed above.)

EDUCATION REQUIRED:

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Associate's Degree in Education, Psychology, Public/Business Administration, Organizational Development, or other related field from an accredited college or university. Bachelor's Degree is preferred.

EXPERIENCE REQUIRED:

Four (4) years of experience in developing staff professional development, coordinating employee-based training in the area of customer service, coordination of multiple training events in an educational setting, and knowledge of learning management systems and web delivery tools; **OR**; an equivalent combination of education and work experience, and certifications that demonstrate possession of the requisite knowledge, skills and abilities of the position may be substituted.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License to drive personal vehicle to various district sites to provide training and to attend training, seminars, and conferences both within and outside the district.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen

