

MADERA UNIFIED SCHOOL DISTRICT

JOB DESCRIPTION

Position: Administrative Assistant IV
Department/Site: Comprehensive High School
Reports to: Principal of High School

Classification: Classified
Salary Schedule: Classified
Salary Range: 35
FLSA: Non-exempt

PURPOSE STATEMENT

Under general supervision, the purpose of the position is to support the educational process with specific responsibilities for providing a wide variety of complex, administrative, and secretarial support to site Principal; conveying information; supporting office functions; and implementing assigned projects and site activities.

DISTINGUISHING CHARACTERISCS:

This is the fourth level in the Administrative Assistant Series. The Administrative Assistant IV perform a variety of secretarial and administrative assistant duties to relieve the Principal of administrative and clerical details; plans, coordinates and organizes office activities and coordinates the flow of communications, correspondence and information for the Principal; prepares and maintains a variety of records and reports.

ESSENTIAL FUNCTIONS

- Provides administrative assistance to the principal, make, and schedule and arrange appointments, meetings, and conferences.
- Coordinates and facilitate communications and serve as liaison between personnel, parents, students, school and community organizations and the public.
- May train, assign, and coordinate the work of assigned school personnel; provides input for performance evaluations as requested; reviews work for accuracy, completeness, and compliance with established guidelines and procedures.
- Communicates with a variety of personnel, administrators, and parents to coordinate school operations and maintenance, resolves conflicts and issues and exchange information.
- Reviews and prioritizes mail for the Principal.
- Assists the Principal in the preparation and maintenance of financial, statistical, and narrative reports, researches, compiles and organizes information as requested.
- Answers and initiates telephone calls for responding to inquiries screening calls, taking messages, requesting information and/or conveying information.
- Compiles data from a variety of sources (e.g. instructional minutes, enrollments, attendance, etc.) for the purpose of preparing reports and/or preparing information for assigned Administrator.
- Coordinates and assists with a variety of projects, functions, and/or program components (e.g. administration meetings, OMS, expulsion hearing and reviews, stipulated disciplinary agreements, etc.) for the purpose of completing activities and/or delivering services in a timely fashion.
- Maintains a wide variety of confidential manual and electronic documents, files and records (e.g. calendar, department budget, requisition, Federal compliance documents, all backup documentation, records for audit purposes, employee evaluations, professional development opportunities by school site and funding source, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

- Monitors a wide variety activities (e.g. program components, meeting arrangements, budgets, alignment of Career Technical Education (CTE) courses, open purchase orders, School Choice transfer requests, etc.) for the purpose of achieving goals and meeting target dates in compliance with established guidelines and regulatory requirements.
- Orders supplies and materials for ensuring availability of items.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs general clerical functions (e.g. scheduling, copying, faxing, data entry, filing, etc.) for supporting office functions.
- Prepares a wide variety of complex reports, documents and correspondence of a confidential and non-confidential nature (e.g. letters, memorandums, meeting minutes, charts, reports, forms, surveys, distribution lists, evaluation documents, flyers, annual notifications, 20:1 reports, contracts, cost estimates, Board documents, Time Accountability forms, legal documents, student/parent notification - District level, etc.) for the purposes of documenting activities providing written references, and/or conveying information.
- Processes a variety of documents and materials (e.g. travel requests, reimbursements, Cal Cards, District transfers, use of Facility Permits, applications, SES applications, IEP paperwork, affirm & attest IEPs that are reported to the state, etc.) for the purpose of disseminating information in compliance with administrative guidelines and/ or regulatory requirements.
- Provides direct assistance/training to site administrators with ESARC and site plan development for ensuring the efficient and effective functioning of the work unit.
- Receives informational material (e.g. mail, flyers, etc.) for reading, sorting, routing, and responding as directed.
- Represents assigned Administrators in their absence for conveying and/ or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, vendors, etc.) for the purpose of providing information, facilitating communication among parties and/ or providing direction.
- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.

OTHER FUNCTIONS

- Performs other duties as assigned which are related, or logical in assignment to the position.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Current policies, laws and procedures
- Accounting, bookkeeping principles
- Use of job related software applications
- Business telephone etiquette
- Concepts of grammar and punctuation
- Use of Word, Excel, PowerPoint, presentation technology
- District policies, procedures
- District organization and locations

Skills and Abilities to:

- Operating standard office equipment
- Use of job related software applications

- Preparing and maintaining accurate records
- Planning and managing projects
- Guiding others
- Working with others in a wide variety of circumstances
- Maintains confidentiality of Student Services files and records
- Communicate effectively, both orally and in writing
- Understands and follows written and oral instructions
- Operates a computer and use standard business software
- Work with data utilizing defined but different processes
- Work with a diversity of individuals and or group
- Work with a variety of data
- Utilize job-related equipment
- Adapting to changing work priorities, communicating with diverse groups
- Exercise tact and diplomacy in dealing with sensitive, complex and confidential issues and situations
- Meeting deadlines and schedules
- Setting priorities, working as part of a team
- Working with frequent interruptions
- Ability to read and write, and communicate clearly in English
- Ability to read and write, and communicate in a second language (usually Spanish) may be required

RESPONSIBILITY

Responsibilities include; working under limited supervision following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resource from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

WORKING ENVIRONMENT

The usual and customary methods of performing the job's functions require the following physical demands; some lifting, carrying, pushing, and/or pulling; some climbing and balancing; some stooping, kneeling, crouching, and/or crawling; and significant fine finger dexterity. Generally the job requires 80% sitting, 10% walking, and 10% standing; the job is performed in a generally hazard free environment and in a clean atmosphere.

MINIMUM QUALIFICATIONS

Experience:

Four and one half years' of experience as an Administrative Assistant I, II, or III in MUSD;

OR

Equivalent experience from another educational institution or agency in the capacity level of Administrative Assistant III.

Education:

High school diploma or equivalent.

Required Testing:

- Pre-employment Proficiency
- Pre-employment Physical Exam

Continuing Education/Training

- Maintain as needed

Certificates/Licenses

- Valid CDL

Clearances

- DOJ/FBI Background Clearance
- TB Clearance
- Physical Demand (A)