



JOB DESCRIPTION

JOB TITLE: **Administrative Assistant (Administrative Leadership & Services)**

Position Type: Classified	Department: Administrative Leadership & Services (ALS)
Salary Schedule: Classified	Reports to: Deputy Superintendent of Administrative Leadership & Services
Salary Range: Range 34	Date: April 24, 2024
Term of Employment: 12 months	Approved by: Human Resources
Shift: Day	

POSITION SUMMARY:

Contributes to the efficient operation of the Administrative Leadership & Services department.

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

ESSENTIAL FUNCTIONS:

- Performs all administrative and secretarial duties for the Deputy Superintendent of Administrative Leadership & Services (ALS) including managing email, calendar and scheduling appointments.
- Provides and receives information requiring some judgment or discretion regarding current and specific business of the work system by written means, telephone or in person.
- Provides assistance to Safe Schools, School Operations, Athletics, professional development, and principal evaluation systems.
- Communicate and work with parents and school/district staff regarding concerns/complaints.
- Attend committee meetings and create/update handbooks, threat assessment materials, and Administrative Management Guidelines (AMG's).
- Prepares information for Deputy Superintendent or others as directed for Board meetings and/or other Board functions.
- Maintain manual and computerized files.
- Arrange travel and conference registrations for ALS personnel.
- Coordinates the approval process for Out of Valley student travel requests from schools.

- Coordinate administrator professional development, trainings and workshops, including room setup, supplies and materials.
- Manages department budgets.
- Order and maintain supplies and materials needed.
- Assists department personnel creating requisitions, absence requests, and summer work addenda.
- Monitors and approves Kronos records for Department classified staff.

MARGINAL DUTIES:

- Perform other job-related duties as assigned.
- Assist other personnel as required.

SUPERVISORY RESPONSIBILITIES:

- None.

SKILLS/ABILITIES/KNOWLEDGE/WORK STYLE:

- Outstanding customer service skills.
- Ability to work effectively under time constraints and multitask.
- High regard for confidential and sensitive information.
- Comply with District's attendance standards and dress code.
- Team player with excellent interpersonal skills.
- Highly organized, detail-oriented and self-motivated.
- Excellent communication, memory and stress management skills.
- Flexibility, common sense, and good judgment.
- Ability to read, interpret and follow instructions in various formats.
- Ability to write routine reports and correspondence.
- Ability to add, subtract, multiply, and divide in all units of measure using whole numbers, common fractions, and decimals.
- Ability to compute rate, ratio, discounts and percent and to draw and interpret bar graphs.
- Ability to solve practical problems and deal with a variety of concrete variables in standardized situations.
- Ability to effectively present information in one-on-one and small group situations.
- Basic knowledge of computers and software such as Microsoft Office (Word, Excel and PowerPoint) and Google Docs.

CERTIFICATES, LICENSES AND REGISTRATIONS REQUIRED:

- Must have authorization to work in the United States as defined by the Immigration Reform Act of 1986.

EDUCATION AND/OR EXPERIENCE:

- High school graduate or equivalent.
- Experience in office records, communications work, and experience using computer software: such as, PowerPoint, Excel, Word, etc.

PHYSICAL DEMANDS:

- Regularly required to stand, use hands to finger, handle, or feel objects, tools, or controls, reach with hands and arms, talk and hear.
- Must frequently climb or balance, stoop, kneel, crouch or crawl, taste and smell.
- Must occasionally lift and/or move up to 30 pounds.
- Must have close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

ENVIRONMENTAL CONDITIONS:

- The noise level in the work environment is usually quiet.

COMMENTS:

This job description is intended to be representative of the work performed by employees in this position and is not all-inclusive. The omission of a specific duty or responsibility will not preclude it from the position if the work is similar, related, or a logical extension of position responsibilities as defined by the supervisor.

This is a temporary management guide tool, subject to change.