



Job Description

Title: Administrative Support Specialist – District	FLSA Status: Non-Exempt	Months: 12
Supervisor: Assistant Superintendent, Education Services	Supervises: N/A	Range: 27
Department: Education Services	Bargaining Unit: Classified	Approved:12/19/2019

JOB SUMMARY:

Under the direction of the Assistant Superintendent, Educational Services, provide enrollment and registration support for District’s school programs; monitor various District tests, assessments and reporting activities; schedule and support various District level committees and advisory groups; prepare and maintain reports, records and documents in support of Educational Services.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform varied and responsible clerical and administrative assistant duties to provide clerical support to the Assistant Superintendent, Educational Services of administrative and clerical detail; monitor flow of communications and information for the office; ensure smooth and efficient office operations.
- Monitor enrollment and registration support for the District’s school programs; develop waitlist for applications received after designated cutoff date; record and maintain database of students accepted into District; update assigned computer system with student transfer history; notify parents of student approved, denied or application revoked.
- Assist the Assistant Superintendent, Educational Services in the delivery of Adult English Learner classes; support the search and securing of instructor, location, dates and time for class; order supplies for class as needed; monitor Inter-District Transfers and School Choice enrollment and registration activities; communicate with parents to obtain signed applications and documents and to provide enrollment status.
- Provide support in the registration for Early Admission to Kindergarten, Kindergarten and Transitional Kindergarten; mail general information to parents with open enrollment dates, immersion and registration procedures; notify parents of student status, enrollment eligibility and class locations; maintain waitlist databases.
- Assist in the coordination of English Learner Redesignation Process including scheduling dates for spring ceremony, mailing invitations to Redesignation as English Proficient (RFEP) students and creating certificates for students; reserve location for ceremony; enter names of RFEP students into student information systems; order supplies for ceremony as required.
- Monitor Immersion Kindergarten registration and enrollment activities; collaborate with immersion sites to determine parent meeting dates; prepare and mail immersion kindergarten information flyers and letters; notify parents of student acceptance into program.
- Support program registration activities for RAVEN, GATE and Camp 6th Grade; communicate with parents on registration dates and deadlines and application procedures; ensure payments for programs are received, recorded and processed; maintain database with registration and payment information; process refunds as required.
- Assist in the coordination of student testing and data submission to related entities including all English language learner assessments and testing; order, receive, prepare and distribute related materials according to established procedures; compile data from the student information system and generate reports according to established procedures and timelines; schedule scoring dates; verify CALPADS for English Learner status; obtain prior scores for eligibility; update scores in Illuminate; mail official scores to parents as required.
- Schedule and support District Advisory Council (DAC) and District English Learner Advisory Council (DELAC) meetings; verify dates with District calendar; communicate with committee members for appropriate representation; email agenda and meeting minutes as required; enter meeting dates, agendas and minutes into District website; maintain database of committee member names, meeting sites and positions.

- Update District website with information related to program registration, enrollment and transfers; maintain and update information for special programs and District meetings, including DAC and DELAC.
- Initiate, screen and receive telephone calls; take, retrieve and relay messages as needed; receive visitors, including staff, administrators, parents and the public; provide assistance to appropriate staff; respond to inquiries and provide general information to students, parents, staff and others concerning District operations and activities.
- Prepare and maintain a variety of records, logs and reports related to assigned activities; establish and maintain filing systems; research, compile and verify a variety of data and information; review, process and submit a variety of forms, applications and documents; duplicate, assemble, distribute, collect, verify and ensure accuracy and completeness of various documents; maintain inter- and intra-District student database and reports.
- Compose, from oral instructions, note or rough draft a variety of materials such as forms, letters, lists, memoranda and other correspondence.
- Input and update student and a variety of other data in an assigned computer system; maintain automated files and records; initiate queries and generate a variety of computerized lists, reports and documents; ensure accuracy of input and output data.
- Communicate with District personnel, administrators, parents, students, outside agencies and the public to exchange information and resolve issues or concerns.
- Operate a variety of office equipment including a copier, scanner, fax machine, computer and assigned software.

OTHER DUTIES:

- Perform related duties as assigned.

QUALIFICATIONS:

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. The work environment characteristics and physical demands 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.

Knowledge of:

- District policies and practices of the school programs enrollment and registration procedures.
- Basic standards, methods and procedures involved in the preparation, processing and circulation of testing materials.
- State-mandated reporting requirements and timelines.
- Modern office practices, procedures and equipment.
- Methods of collecting and organizing materials, data and information.
- Telephone techniques and etiquette.
- Record-keeping and report preparation techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Data control procedures and data entry operations.
- Operation of a computer and assigned software.

Skills/Ability to:

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Perform a variety of duties involved in the coordination, preparation, verification, distribution, collection and processing of various testing or assessment materials.
- Enroll, register and provide information of the District's school programs.
- Answer telephones and greet the public courteously.
- Type or input data at an acceptable rate of speed.
- Compose and distribute a variety of correspondence.
- Operate a variety of office equipment including a computer and assigned software.
- Understand and follow oral and written directions.
- Complete work with many interruptions.
- Maintain records and prepare reports.
- Meet schedules and timelines.
- Communicate effectively both orally and in writing.
- Establish and maintain cooperative and effective working relationships with others.

Education and Experience:

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

- Graduation from high school or GED and,
- Four years of responsible office experience supplemented by training in office management and administrative skills, preferably in a school setting.

Licenses, Certifications and other Requirements:

- N/A

WORKING CONDITIONS:

Work Environment:

- Indoor/Office environment.
- Constant interruptions.

Physical Demands:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information in person and on the telephone.
- Seeing to read a variety of materials.
- Sitting or standing for extended periods of time.

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.