



## Job Description

<b>Title: Administrative Assistant - Pupil Services/Special Education</b>	<b>FLSA Status: Non-Exempt</b>	<b>Months: 12</b>
<b>Supervisor: Director – Pupil Services - Special Education</b>	<b>Supervises: N/A</b>	<b>Range: 23</b>
<b>Department: Pupil Services</b>	<b>Bargaining Unit: Classified</b>	<b>Approved:12/19/2019</b>

### JOB SUMMARY:

Under the general supervision of the Director, Special Education, perform a wide variety of specialized and complex clerical work in a department with District-wide responsibilities; maintains specific records and files pertaining to specialized District-wide activities or programs; serves as an aide to assigned administrators and/or others, i.e. chairpersons, mentors, District in-service presenters, resource staff, etc. Incumbent has wide knowledge of procedures, rules and precedence of the department and must be able to interpret and apply such information with staff, community members, officials and the general public and perform other duties directly related to this job description.

### ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Perform a wide variety of highly skilled clerical work including the personal performance or supervision of typing, checking and recording information, compiling information for, and preparing reports and maintaining filing systems.
- Creates and maintains various databases and spreadsheets on the computer systems, i.e. Student Information Systems, Board, county and state reporters.
- Serve as receptionist; answers telephones; gives information to the public and/or directs calls to proper office. Reviews documents for accuracy, completion and conformance to established procedures.
- Composes either independently or from oral instructions, letters requesting or giving information or letters dealing with various school district activities.
- Contacts other agencies, districts, schools and district employees to discuss departmental procedures and to give authoritative information on records maintained.
- Assigns and supervises substitutes, student helpers and volunteers as required and performs backup assistance as necessary in the absence of other staff member(s) in the department.
- Maintains confidentiality concerning student data and records.

### 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:

Administrative Assistant-Pupil Services/Special Education

- Modern office practices, procedures and equipment.
- Telephone techniques and etiquette.
- Policies and objectives of assigned programs and activities.
- Applicable laws, codes, regulations, policies and procedures.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Oral and written communication skills.
- Operation of a computer and assigned software.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing and proofreading.

#### **Skills/Ability to:**

- Perform varied and responsible secretarial and administrative assistant duties to relieve the administrator of administrative and clerical detail.
- Serve as secretary to the administrator and coordinate communications between administrators, personnel, parents, students and the public.
- Ensure smooth and efficient office operations.
- Interpret, apply and explain laws, codes, rules and regulations related to assigned activities.
- Work independently with little direction.
- Compose correspondence and written materials.
- Submit and approve food and vendor requisitions from school sites as assigned by the position.
- Process and distribute bus passes for students as assigned by the position.
- Type or input data at an acceptable rate of speed.
- Understand and resolve issues, complaints or problems.
- Maintain confidentiality of sensitive and privileged information.
- Determine appropriate action within clearly defined guidelines.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and files.
- Compile and verify data and prepare reports.
- Operate a variety of office equipment including a computer and assigned software.
- Complete work with many interruptions.
- Plan and organize work.
- Meet schedules and timelines.

#### **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 and,
- Two years increasingly responsible clerical or administrative experience involving frequent public contact.

#### **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.
- Sitting or standing for extended periods of time.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.

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.