

Administrative Assistant to the Associate Superintendent for Instruction

Purpose Statement

The job of Administrative Assistant to the Associate Superintendent for Instruction is done for the purpose/s of providing administrative support to the Assistant Superintendent for Instruction; acting as liaison between the Assistant Superintendent and other parties; and monitoring assigned programs and/or projects.

This job reports to Human Resources Manager

Essential Functions

- Attends meetings and workshops as assigned for the purpose of recording events, conveying and/or gathering information.
- Coordinates schedules, meetings and activities for the purpose of supporting the Assistant Superintendent with administrative functions.
- Evaluates interactions, situations and events (e.g. involving other staff, students, parents, the public, etc.) for the purpose of taking appropriate actions and/or directing to appropriate personnel for resolution.
- Maintains a wide variety of files and records (manual/computer; confidential/non-confidential) (e.g. department specific documentation, change requests, district leave forms, correspondence, agendas, schedules, calendars, etc.) for the purpose of providing documentation in accordance with administrative and legal requirements.
- Prepares and/or assists in preparing a wide variety of written materials (e.g. weekly enrollment reports, agendas, correspondence, time-off forms, purchase orders, grant applications, calendars, minutes, etc.) for the purpose of documenting activities, providing written reference and/or conveying information.
- Processes a wide variety of documents and materials for the purpose of disseminating information in compliance with program, district, state and/or federal requirements.
- Researches a wide variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information for addressing a variety of administrative requirements.
- Responds to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Serves as a resource to other support staff for the purpose of providing direction and/or technical support with assignments.
- Supports assigned administrative personnel for the purpose of providing assistance with administrative functions.

Other Functions

- Assists other personnel, as may be required, for the purpose of ensuring an efficient and effective work environment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment; performing standard bookkeeping; and preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; and concepts of grammar and punctuation.

ABILITY is required to schedule a number of activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a diversity of individuals and/or groups; work with a variety of data; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; meeting deadlines and schedules; working with detailed information/data; and working with frequent interruptions.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; utilization of resources from other work units may be required to perform the job's functions. There is a continual opportunity to impact the organization's services.

Work 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 stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is required.

Education: High school diploma or equivalent.

Equivalency:

Required Testing

Pre-Employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade