



CLASSIFIED
Job Class Description
4270.29

Alpine Union School District
Equal Employment Opportunity

ADMINISTRATIVE ASSISTANT - PROGRAMS

DIVISION: District Department/Program

SALARY SCHEDULE: Classified
LEVEL: Range 20

REPORTS TO: District Administrator for the
Department/Program

DATES CURRENT JOB DESCRIPTION APPROVED:
Board of Trustees effective: 10/17/2018

PURPOSE:

Under direction of the Assistant Superintendent, Human Resources and Student Services, and performs varied and responsible secretarial and administrative support duties; organizes and coordinates office activities and communications for the administrator in districtwide functions and programs. Incumbents in this classification provide students, staff and the public with information through the performance of a wide variety of secretarial services which directly support student learning.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Note: These examples are intended only as illustrations of the various types of work performed in positions allocated to this class. The examples of work performed are neither restricted to nor all-encompassing of the duties to be performed under this job title.)

- Supports a District Administrator and other assigned staff (e.g. Assistant Superintendent, Human Resources and Student Services) by providing assistance with administrative functions and confidential matters pertaining to students, staff and the public; screens and routes correspondence, personally answering routine requests for general information and arranges appointments and reservations.
- Performs complex and responsible secretarial duties (e.g., provides support to Assistant Superintendent, Human Resources and Student Services; manages contracts with service providers such as interpreter for the deaf and school nursing, etc.)
- Processes, approves and verifies documents and procures items related to department/program operations; maintains detailed and confidential records (e.g., maintains Special Education IEP

physical and electronic files; orders equipment for use by students and teachers; procures testing materials for student assessments, etc.)

- Perform a variety of functions related to CALPADS.
- Prepares and accurately maintains a variety of letters, reports, schedules, notices and other statistical data, including use of specialized school software such as student systems (e.g., special education, enrollment, suspension and discipline, Student Information System, etc.)
- Coordinates communications for the Administrator, frequently transmits information as requested.
- Answers inquiries from the public and the various schools regarding policies and procedures relating to the administrative operation of the District. (e.g., student transfer and intradistrict requests, etc.).
- Acts as an office receptionist and is responsible for answering and directing phone calls to other staff.
- Operates office equipment (e.g., copier, printer, and computer, etc.) performs word processing, spreadsheets, and data bases, as well as other software applications.
- Communicates through District email service and other electronic communications.
- Performs other duties related to the class as assigned.

QUALIFICATIONS /REQUIREMENTS:

(At time of application.)

KNOWLEDGE OF:

- Correct English usage, spelling, grammar, punctuation and composition.
- Basic math including calculations using fractions, percentages and/or ratios.
- Business telephone etiquette.
- Safety practices and procedures.
- Modern office methods, procedures and equipment, including receptionist and telephone techniques.
- Record retrieval and storage systems.
- Laws and regulations of the Education Code and District pertaining to assigned areas.
- Office work software including spreadsheets

ABILITY TO:

- Perform clerical and secretarial work involving use of independent judgment and requiring accuracy and speed.
- Operate a variety of office machines, including computers, adding and copying machines.
- Set up and maintain filing systems which contain confidential or sensitive information.
- Work efficiently under pressure with constant interruption.
- Change and adapt office procedures and details in concert with the needs and requirements of the District.
- Perform in situations requiring specialized knowledge, using tact, discretion and good judgment.
- Research complex information such Education Code and Board Policy
- Understand and apply policies and rules.
- Type at a net corrected speed of sixty (60) words per minute.

Job Class Title: **Administrative Assistant -Programs**

Updated: 10/2018

Previous job class approval/revision dates: 07/14/1993

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- Work with a diversity of individuals and/or groups.
- Adapt to changing priorities.
- Maintain confidentiality.
- Work with frequent interruptions.
- Respond to emergency situations in a controlled manner.
- Establish and maintain effective working relationships with students, staff and the community.
- Communicate effectively, professionally and respectfully with a diversity of individuals and/or groups.
- Follow Department and District policies and procedures.

EDUCATION/EXPERIENCE AND OTHER QUALIFICATIONS:

Training and Experience:

High School diploma or equivalent.

Two years of responsible office experience, including experience in a school district, is desirable; supplemented by or including courses in typing and office procedures; or any combination of training and experience that could likely provide the desired knowledge and abilities.

Certificates:

Current typing certificate at a net corrected speed of 60 wpm required.

WORK ENVIRONMENT/PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodation.)

Good physical condition as determined by pre-employment inquiries and medical examination.

Some lifting, carrying, pushing, and/or pulling.

Significant fine finger dexterity.