

LEMOORE UNION SCHOOL DISTRICT

Personnel Division

**ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT**

Job Description

**JOB SUMMARY:**

Under direction, perform complex clerical and routine administrative functions for the Superintendent. Coordinate student enrollment procedures and public relations on relevant matters with staff, parents, and the community.

**REQUIRED QUALIFICATIONS:**

*Ability to:*

- Learn, interpret, and apply state laws and District policies and regulations relative to areas of responsibility;
- Take responsibility and use good judgment in recognizing scope of authority;
- Gather information and compose correspondence and reports independently;
- Establish and maintain effective and cooperative relationships with those contacted in the course of work;
- Understand and carry out complex oral and written instructions;
- Learn and apply word processing, spreadsheet, database, and student information programs.
- Schedule and prioritize tasks to accommodate changing workloads;
- Represent and support the district or school in conversations with the public.

*Knowledge of:*

- Education Code, Board Policy and Administrative Regulations relative to areas of responsibility;
- Basic school district functions, policies, rules and regulations;
- Office methods, practices, and procedures, operation of all office machines;
- Computer literacy;
- Correct English usage, spelling, grammar, and punctuation;
- Interpersonal relations necessary to establish cooperative working relationships with Board members, staff, parents, agency officials, and community members.

*Education:*

- High School diploma or equivalent

*Experience:*

- Five years of broad, varied and increasingly responsible clerical experience, preferably in the field of public education, in a position requiring demonstrated, independent decision making. (College education may be substituted for four years of experience being equal to one year of college).

**ESSENTIAL FUNCTIONS:**

- Attends to administrative details on special matters assigned by the superintendent;
- Opens, reads and routes mail and marks important sections of mail for attention of the superintendent;
- Compiles data and writes letters, reports and other documents on own initiative and/or in accordance with written or oral instructions;
- Uses a high degree of confidentiality in that work which is of a sensitive nature;
- Maintains special confidential correspondence and administrative files;

- Coordinates the preparation of the board agenda and meeting arrangements;
- Attends board meetings and coordinates the recording of board business through the use of recording equipment and by keeping notes in order to transcribe minutes of business transacted;
- Maintains official record of board packets and minutes;
- Assist school sites with questions and/or concerns relative to student enrollment and attendance issues;
- Receives complaints and resolves conflicts as appropriate and/or refers matters to appropriate personnel;
- Maintains student suspension and expulsion records and compiles reports in accordance with District policies and state law;
- Coordinates meeting/conference arrangements for Superintendent and Board;
- Coordinates student enrollment and calculates class averages and overages in compliance with state law and District policies;
- Coordinates parent communications with relevant Board and District information including Dress Code, Student Handbooks, First Day Packets, and Calendars;
- Coordinates the District's Open Enrollment and Inter-District Transfer Program;
- Coordinates board policy revision process and maintains official copy of board policies and administrative regulations;
- Coordinates District's official web site;
- Coordinates all District social and public relations functions;
- Other duties as assigned.

**WORKING CONDITIONS:**

*Environment:*

- Office environment; subject to constant interruptions.

*Physical Abilities:*

- Vision to read complex written materials and statistical records;
- Dexterity of hands and fingers to operate a computer and office equipment;
- Sitting or standing for long periods of time, kneeling and bending, pushing and pulling, reaching to retrieve and maintain files;
- Hearing and speaking to exchange information in person and on the telephone.

Employment: 12 month employee