

LEMOORE UNION ELEMENTARY SCHOOL DISTRICT
Job Description

Title:	Administrative Assistant, Curriculum Services	Reports to:	Assistant Superintendent
Department:	Curriculum and Instructional Services, Professional Development and State & Federal Programs	Classification:	Confidential
FLSA Status:	Non-Exempt	Work Year:	12 months
Board Approval:	April 18, 2017	Salary Schedule:	Management/Confidential

JOB SUMMARY:

As assigned, to perform all clerical work requested by the Assistant Superintendent. Under supervision of the Assistant Superintendent, performs advanced-level technical and complex secretarial and administrative duties requiring independent judgment on routine department matters. Organize and coordinate office and department activities and communications to relieve the administrator of routine administrative duties.

REQUIRED QUALIFICATIONS:

Ability to:

- Independently perform all of the duties of the position efficiently and effectively;
- Possess personal characteristics generally recognized as essential for good public employees including integrity, initiative, dependability, courtesy, good judgment and ability to work cooperatively with others, ability to work flexible hours;
- Represent and support the district in conversation with the public;
- Communicate, understand and carry out complex oral and written directions;
- Provide professional customer service in a high paced phone environment;
- Compile data and organize reports;
- Operate a variety of office machines and equipment including computers, adding machines, fax machine, telephone system and copy machine;
- Effectively prioritize workload and coordinate and perform complex office and secretarial work with speed and accuracy;
- Maintain a high degree of confidentiality in preparing and disclosing sensitive information at all times; and,
- Establish and maintain effective and cooperative relationships with those contacted in the course of work.

Knowledge of:

- General clerical office methods and procedures;
- Computer skills, including word processing, spreadsheet, database, and graphics software; and,
- Proper grammar usage including spelling, punctuation, etc. of the English language.

Education:

- High school diploma or equivalent.

Experience:

- Three years of general clerical/record keeping.

ESSENTIAL FUNCTIONS:

GENERAL:

- Responsible for the day to day routine office activities and clerical functions of the assigned department;
- Interact professionally and appropriately with the public and district staff in person and on the phone;
- Routinely assist others when needed in areas including proofreading, composing letters, computer business, etc;
- Assist in communicating necessary information from the department to other district departments and campuses;
- Order, store, and distribute departmental supplies and equipment;
- Assess needs, order, and maintain supplies, materials and equipment;
- Make routine decisions in accordance with established policies and procedures;
- Maintain an accurate knowledge base and comply with state, district and school policies and regulations concerning primary job functions;
- Schedule meetings and appointments and maintain a calendar of events for the Assistant Superintendent;
- Assist with reserving and setting up meeting rooms;
- Assist in the preparation for collective bargaining negotiations; and,
- Uses a high degree of confidentiality in that work which is of a sensitive nature.

STAFF DEVELOPMENT:

- Assist with arrangements for department-related meetings and/or staff development activities;
- Assist with arrangements including organizing, scheduling, developing and copying materials for district events, workshops and staff development as needed;
- Coordinate all departmental out of district professional development including preparing the requisitions, registering participants, reserving lodging and district travel, and providing participants with trip details;
- Serve as a point of contact for staff development presenters/consultants and participants to ensure all necessary arrangements for training or office meetings are complete;
- Provide refreshments for meetings as required; and,
- Maintain calendar/record of professional development experiences offered by the district as well as professional development records for certificated staff.

STATE AND FEDERAL PROGRAMS:

- Maintain accurate administrative records and prepare required reports as needed;
- Compile pertinent data as needed for preparing federal and state compliance reports; and,
- Regularly update knowledge of state and federal accountability systems in order to respond to requests for information from teachers and administrators.

BUSINESS ADMINISTRATION:

- Responsible for generating department requisitions and purchase orders; and,
- Responsible for processing purchase orders.

INSTRUCTIONAL PROGRAM:

- Assist in coordinating curriculum, textbook, and instructional media ordering and distribution for the Assistant Superintendent;
- Handle scheduling and bussing related to school-sponsored field trips and activities;
- Coordinate supplemental services activities;
- Oversee Kindergarten registration process; and,
- Maintain the department website by keeping it updated.

ASSESSMENT:

- Assist the Assistant Superintendent in maintaining and updating the District's student data collection system;
- Assist with the coordination and management of student assessment data to support and report on school, classroom, and student improvement;
- Participate in the coordination of the district testing program; and,
- Assist with the distribution of standardized testing materials.

SCHOOL AND COMMUNITY RELATIONS:

- Act as a liaison between schools, departments, programs, staff, parents, the public and outside agencies;
- Explain procedures to staff and parents, resolve routine matters based on general knowledge of District policies and procedures;
- Participate in relevant administrative meetings; and,
- Coordinate the District English Learner Advisory Committee meetings.

- Performs other related duties as assigned.

WORKING CONDITIONS:

Environment:

- Office environment; subject to constant distractions and interruptions; extended viewing of computer monitor; contact with dissatisfied individuals.

Physical Abilities:

- Visual ability to read handwritten or typed documents and instructions, and the display screen of various office equipment and machines;
- Ability to conduct verbal conversation;
- Hear normal range verbal conversation (approximately 60 decibels);
- Sit, stand, stoop, kneel, bend and walk;
- Sit for sustained periods of time;
- Kneel or squat for extended periods of time;
- Climb stairs, steps, ramps and step ladders;
- Push and/or pull a variety of tools and equipment weighing up to 50 or more pounds;

- Lift and/or carry up to 10 or more pounds frequently;
- Lift and/or carry up to 20 or more pounds occasionally;
- Lift and/or carry up to 50 or more pounds infrequently;
- Exhibit full range of motion for shoulder external rotation and internal rotation, shoulder abduction and adduction, elbow flexion and extension, shoulder extension and flexion, back lateral flexion, hip flexion and extension and knee flexion; and,
- Demonstrate manual dexterity necessary to operate a computer and other classroom and office equipment in a safe and effective manner.

Employee: _____ Date: _____

The above statements are intended to describe the general nature and level of work being performed. They are not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

Lemoore Union Elementary School District is an Equal Opportunity Employer and reasonable accommodations are made under the Americans with Disability Act as required by law.

Board Approved: April 18, 2017