

PENN VALLEY UNION ELEMENTARY SCHOOL DISTRICT

14806 Pleasant Valley Rd., Penn Valley, CA 95946-9722

Phone (530) 432-7311 Fax (530) 432-7314

www.pvuesd.org



Torie F. England, Ed.D. - Superintendent

JOB TITLE : **Administrative Assistant**

DESCRIPTION OF BASIC RESPONSIBILITIES

Performs a broad variety of complex, highly responsible, and confidential secretarial and administrative support services for the Superintendent, school sites and School Board. This individual must be highly proficient, professional, and accurate in his/her duties. Duties include dealing with a wide variety of information on a strictly confidential basis.

SUPERVISOR : District Superintendent

Job Classification : 220 Day Contract; Administrative Assistant Salary Schedule

TYPICAL DUTIES

1. Perform a wide variety of complex and responsible clerical and secretarial support duties, as well as relieving the Superintendent of routine administrative functions not requiring his/her immediate attention. Types, composes and compiles letters, reports, memoranda and other documents directly or independently as appropriate, including material of a confidential nature. Acts as secretary, which includes scheduling appointments, taking and receiving messages and typing memos, letters, bulletins, requisitions, lists, reports and other correspondence. Receives and screens Superintendent's mail, handling routine items as needed; follow up on items requiring Superintendent action.
2. Transmit directives and decisions on behalf of Superintendent to various employees and community members.
3. Act as a resource to teachers, students, parents and general public regarding general and specific information on policies, procedures, and District activities.
4. Confer with and assists various community agencies: obtains, verifies and provides information, delivers messages, performs clerical functions as required.
5. Exercise discretion and judgment in helping to resolve, or referring for appropriate resolution, problems for employees, parents and students, maintaining confidentiality at all times.
6. Prepare and/or coordinate the preparation and distribution of public agendas and backup material/information for board meetings and other board business. Attend board meetings, recording and transcribing proceedings into official minutes and reports. Handle any follow-up items. Maintain board of trustees official minutes, information and correspondence files.
7. Maintain and update District/Board policy and procedures manuals.
8. Interprets certificated and classified agreements that are routine in nature.
9. Update, prepare and distribute certificated and classified bargaining unit agreements.
10. Update and maintain district certificated and classified seniority lists.
11. Prepare advertising for new positions and coordinate application process. Assist new district employees with necessary procedures/paperwork.

12. Maintain active and inactive files of personnel records including confidential materials relating to employer-employee relations and negotiations.
13. Update Job Descriptions as necessary and directed by the Superintendent.
14. Verifies outside user groups have met insurance requirements for use of PVESD facilities.
15. Assist superintendent in determining that standards and qualifications of school personnel are met regarding the CA Commission on Teacher Credentialing and NCLB – Highly Qualified Teacher requirements and English Language Learners. Inputs necessary data to eSchool for CalPADS reporting or certificated personnel compliance.
16. Acts as district coordinator for annual State Reporting:
 - ✓ CBEDS (Distributes/receives necessary information from school sites and prepares final computer data for California Department of Education)
 - ✓ CELDT (Coordinates testing of EL students, maintains district records, communicates with sites) (*Oversees*)
 - ✓ SNORE (National Origin – works with sites to complete information – reports to the State of California necessary student data) (*Oversees*)
 - ✓ STAR Testing (District Coordinator - attends workshops, orders supplies, pre-id labels, inventory materials, communicate with sites) (*Oversees*)
 - ✓ Language Census (completes reports and uploads data) (*Oversees*)
 - ✓ Annual Federal Civil Rights Reporting
18. Establish, maintain and update routine administrative and confidential files.
19. Coordinate and participate in the preparation of bulletins, newsletters and news media reports as necessary.
20. Work with auditors to ensure that the District is meeting all legal requirements.
21. Maintain current knowledge of pertinent laws, rules and regulations.
22. Attend workshops and conferences as necessary.
23. Perform other related duties similar to the above including duties of other office personnel during their absence or when those positions are not currently filled.

TRAINING AND OVERSIGHT OF THE FOLLOWING:

1. District unemployment claims
2. District Benefits (medical/dental/vision/life)
3. Interdistrict and Intradistrict attendance agreements
4. Liability insurance claims
5. Attendance and School Attendance Review Board
6. Employee/volunteer required testing/clearances (TB, CPR, HepB)
7. Annual Assessments and State Reporting (CELDT, SNORE, Language Census, Testing)

SUPERVISION OF DISTRICT EMPLOYEES

1. Direct Supervision: Administrative Clerk
2. In absence of Business Manager, serves as the primary resource for Business Technicians and Maintenance Supervisor
3. In absence of Director of Special Ed/Support Services, serves as primary resource for Support Services Staff (i.e. Secretary, Nurse, etc.)

EMPLOYMENT STANDARDS

Knowledge of:

1. Proficient in use of Microsoft Office.
2. Speak, write, and communicate effectively in a variety of settings.
3. Establish and maintain cooperative relationships with both on-site staff and those contacted in the course of work.
4. Maintain the security and confidentiality of specified records and information.
5. Modern office methods and procedures including proper filing systems, telephone/receptionist techniques and business report/correspondence writing.
6. Use of proper English, grammar, spelling, vocabulary, and punctuation.
7. Data management including storage and retrieval systems.
8. Mathematical skills to prepare a variety of reports; computational methods.
9. Interpret Board policy and administrative regulations to facilitate communication with staff, the public and other agencies.

Ability to:

1. Work independently and make decisions in the absence of specific instructions;
2. Establish and maintain a variety of records and files;
3. Operate standard office equipment including, but not limited to a calculator, copier, computer, tape recorder, typewriter, telephone and printer;
4. Type accurately and operate a word processing system at a rate required for successful job performance (minimum 60 wpm);
5. Maintain confidentiality and security of sensitive information and files;
6. Analyze situations effectively and make decisions on procedural matters without immediate supervision;
7. Apply sound judgment within scope of authority;
8. Gather, compile, and organize information and prepare reports;
9. Plan, organize and prioritize assigned workload to meet established time lines;
10. Meet and maintain the physical requirements necessary to perform assigned job functions in a safe and effective manner;
11. Communicate effectively and tactfully in both oral and written forms;
12. Establish and maintain effective and cooperate work relationships with those contacted in the performance of required duties.
13. Maintain a sincere, friendly attitude toward fellow employees, students, parents, and the public.
14. Understand, be sensitive to and respect the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, and disabilities of students, teachers, administrators and staff.
15. Maintain consistent, punctual and regular attendance.
16. Proofread accurately.
17. Deal diplomatically and effectively with a wide variety of people.
18. Coordinate multiple tasks and quickly learn and utilize school district and Board policies and regulations.
19. Analyze difficult and sensitive situations and adopt an appropriate course of action.
20. Be a well organized, logical thinker.

EDUCATION, EXPERIENCE AND REQUIREMENTS

- Graduation from high school
- Two (2) years experience in clerical/data entry work, preferably in an educational setting
- Valid California Driver's License and evidence of insurability
- Drug test clearance
- TB test clearance

- Criminal Justice fingerprint processing

TYPICAL WORKING CONDITIONS

Work is performed in indoor and outdoor environments. The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing and/or pulling, some climbing and balancing, some stooping, kneeling, crouching and/or crawling; significant reaching, handling, fingering and/or feeling. Generally the job requires 80% sitting, 10% walking and 10% standing. The job is performed under minimal temperature variations, a generally hazard free environment, and in a clean atmosphere. Some exposure to child and other diseases in a school environment; regular contact with staff and the public.

May sit for extended periods at a desk, conference table, or in meeting rooms, frequently stand a walk; bend, stoop and reach overhead; normal manual dexterity and eye-hand coordination; physical ability to lift and move up to 25 pounds; see and read a computer screen, and printed matter without visual aids; verbal communications including the ability to speak and hear at normal room levels; ability to use office equipment including computer terminals, telephones, calculators, copiers, and FAX.

PHYSICAL CHARACTERISTICS:

1. Sufficient vision to read printed material.
2. Sufficient hearing to conduct conversations in person and on the telephone.
3. Understandable voice with sufficient volume and clarity to be heard in normal conversations.
4. Sufficient dexterity to write, use telephone, and other standard office equipment,
5. Ability to sit for extended periods of time.
6. Ability to lift 25 pounds and carry any object weighing 15 pounds.
7. Physical, mental, emotional stamina to (at times) endure work hours under sometimes stressful conditions and constant interruptions.

ADOPTED : October 9, 1995

Revised: June 9, 2009

August 6, 2014

At time of employment, the employee will be required to sign a copy of their job description for their personnel file.

I have received a copy of this job description.

Employee Signature

Date