

Laguna Beach Unified School District
Job Description: Administrative Assistant, Instructional Services

BASIC FUNCTION:

Under the direction of the Assistant Superintendent, Instructional Services, performs a variety of diverse and accountable clerical and secretarial support for the assigned department to relieve the administrator of administrative detail; coordinate the overall operations of the assigned office; assist in the coordination and direction of the overall operations of the Central Office; train, and provide leadership to assigned personnel.

ESSENTIAL DUTIES:

- Serve as an administrative assistant to a cabinet-level administrator; perform a variety of clerical and technical tasks and serve as liaison with other district staff and the public.
- Coordinate the overall daily operations of the assigned offices; design and implement office records and filing manual and automated systems and database.
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and District functions and programs are required; make decisions regarding procedural matters within the scope of responsibility.
- Exercises diplomacy in answering questions and resolves situations involving students, staff, parents, public, and district personnel through knowledge of school policies and general district rules and regulations.
- Addresses emergency situations concerning employees, students, parents or community members by making decisions independently or recommending action as appropriate.
- Coordinates the preparation of Board of Education agenda items for the Instructional Services department as assigned; review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials; edit, rewrite, or originate agenda items; coordinate changes to the agenda items; prepare and distribute follow-up review of Board action to staff and community.
- Provide training and technical leadership and direction to assigned personnel; assure that the established procedures are carried out efficiently; serve as a resource person for other District clerical staff.
- Perform a variety of activities related to the assigned department; provide District-wide services as assigned.
- Transcribe and/or type a variety of material including those of a confidential nature; take and transcribe minutes from meetings of a variety of committees and groups.
- Establishes, maintains, and ensures proper use of confidential files, which may include student, personnel, or payroll records.
- Compose, prepare, and assemble materials such as routine correspondence and agenda items and research, collect, compile, and enter assessment, statistical, financial, or other diverse and specialized information.
- Prepares information for and assists with updating the Department web page.
- Compile a variety of information in the preparation of departmental reports.
- Maintain budget information.
- Review and check documents for completeness, accuracy, and conformance with applicable rules, regulations, and procedural requirements.

- Coordinate and schedule appointments, arrange meetings, and make travel arrangements; oversee the master calendar as assigned; attend meetings as assigned; screen visitors and phone calls.
- Maintain office equipment in proper working condition and arrange for repairs or supplies as needed.

OTHER REPRESENTATIVE DUTIES:

- Receive mail and identify and refer matters in order of priority.
- Engage in cross training on school or district functions and demonstrate use of knowledge to support office needs.
- Participates in job-related or District trainings as required.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of:

- Organization, programs, operations, procedures, specific rules and precedents of assigned offices.
- Agenda preparation and distribution techniques.
- Modern office practices, procedures, and equipment.
- Letter and report preparation techniques.
- Data management, storage, and retrieval systems.
- Principles and practices of supervision and training.
- Telephone techniques and etiquette.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of office machines including computer equipment and assigned software.
- Interpersonal skills including tact, patience, and courtesy.

Ability to:

- Perform difficult and complex clerical and secretarial work independently and effectively without continuous supervision and coordinate the work of others.
- Prepare, review, and distribute agendas as assigned.
- Analyze difficult and sensitive situations and adopt appropriate course of action.
- Compose correspondence and other narrative material.
- Coordinate, assemble and compile data and assessment information.
- Maintain complex files and records.
- Understand, interpret, and explain a variety of policies, procedures, and technical written material and information.
- Operate a variety of office equipment and modern technological equipment.
- Operate a computer to enter data, maintain records, and generate reports.
- Meet schedules and time line.
- Train, supervise, and direct the work of others.
- Make arithmetical/mathematical calculations.

Personal Qualities:

- Independent worker
- Maturity and good judgment
- Neat, professional, and polished appearance
- Willingness to assume a wide range of responsibilities

- Willingness to learn new skills
- Willingness to continuously improve
- Pleasant interpersonal skills
- Good organizational skills
- Commitment to professional courtesy
- Belief in high standards
- Commitment to professional responsibility
- High intrinsic motivation

MINIMUM QUALIFICATIONS:

Education:

Any combination equivalent to graduation from high school, including or supplemented by training in business office management, secretarial science or related field.

Experience:

Five years increasingly-responsible clerical or office management experience. Public school site and/or public school district experience preferred.

WORKING CONDITIONS:

Environment:

- Indoor office environment.
- Constant interruptions.

Physical Requirements:

- Ability to see for purposes of reading instructions, labels, and other printed matter and for the safe operation of equipment.
- Ability to hear and understand speech at normal levels in person and on the telephone.
- Ability to communicate so others will be able to clearly understand a normal conversation in person and on the telephone.
- Ability to operate computer, typewriter, calculator, copy machine, telephone, and other office equipment with dexterity and in a safe and efficient manner.
- Ability to frequently lift and move items weighing up to 20 pounds, including office supplies and printed materials.
- Ability to climb stairs.

Operation of Vehicles, Machinery, and Equipment Requirements:

- Ability to travel to a variety of locations within reasonable time frame.
- Must be able to operate office, multimedia, computer, and other technological equipment.

Mental and Emotional Requirements:

- Ability to understand and follow oral and written directions.
- Ability to work independently with little direction.
- Ability to work on multiple, complex tasks simultaneously to meet numerous deadlines.
- Ability to establish and maintain effective working relationships with others.
- Ability to make independent decisions to respond to numerous requests, deadlines, and to prioritize assignments.
- Ability to exchange information.
- Ability to monitor student activities.

- Ability to learn the procedures, function and limitations of assigned duties.