

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT, STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Executive Director of Student Services and the Director of Special Education and Student Supports, organize and perform complex secretarial and administrative functions as assigned.

REPRESENTATIVE DUTIES:

- Coordinate, organize, and perform complex secretarial functions for the Student Services Department.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel orally and in writing.
- Receive, screen, and route mail and other documents within the Student Services Department.
- Prepare and type letters, bulletins, newsletters, certificates, memoranda, agendas, lists, logs and other written communications on a computer as assigned.
- Prepare, compile, and maintain data, reports, files, and records.
- Coordinate and schedule meetings and appointments; maintain appointment calendar.
- Operate computers, applicable software programs, and peripheral equipment to enter, process, revise, and update information; operate a telephone, copier, and other office equipment as assigned.
- Review and verify accuracy and completeness of various documents; maintain confidentiality of materials and information.
- Prepare arrangements, record attendance, and process reimbursements for staff at conferences and workshops.
- Assist with scheduling, preparation, and set-up of department meetings, trainings, events, and projects.
- Process purchase orders, check requests, requisitions, and reimbursements.
- Maintain and update all forms for Student Services Department.
- Maintain and update forms, documents, and information for Student Services Department, including materials related to student registration, health services, and back to school processes as assigned.
- Help staff navigate the Special Education Information System (SEIS) and maintain student records in the system as assigned.
- Maintain confidential student services records and department data in accordance with District procedures.
- Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Basic practices, policies, and procedures for assigned position.
- Common office clerical terminology, skills, and practices.
- Basic financial and statistical accounting and record-keeping.
- Record-keeping techniques, filing and information management systems.
- Modern office practices, procedures and equipment.

- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Operation of various office machines including a computer terminal.
- Oral and written communication skills.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette.
- District organization, operations, policies, and programs.
- Pertinent computer software programs.

ABILITY TO:

- Perform a variety of complex secretarial tasks.
- Effectively plan, organize, prioritize, and complete multiple tasks within reasonable time limits.
- Work independently with minimal direct supervision.
- Communicate effectively both orally and in writing.
- Perform duties effectively with frequent interruptions.
- Maintain accurate records and prepare reports.
- Understand and follow accurately oral and written directions.
- Operate a variety of office equipment including a computer terminal.
- Establish and maintain cooperative, effective working relationships with the public and District staff.
- Work confidentially and use appropriate discretion in disseminating information.
- Type at 50 words per minute from clear copy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to graduation from high school and three years increasingly responsible clerical or secretarial experience. School district experience preferred.

WORKING CONDITIONS: ENVIRONMENT:

- Office environment
- Frequent interruptions

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate computer keyboard and other office equipment.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting for extended periods of time.
- Lifting items up to twenty-five pounds.

TERMS OF EMPLOYMENT:

Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance, and CPR certification.

SALARY:

Placement on the Classified Salary Schedule on Range 26.