

## DEL MAR UNION SCHOOL DISTRICT

### CLASSTITLE: ADMINISTRATIVE ASSISTANT, ASP & ECDC

#### **BASIC FUNCTION:**

Under the direction of the After School Program (ASP) Supervisor and the Early Childhood Development Center (ECDC) Site Supervisor, oversee, coordinate, organize and perform day-to-day complex secretarial and administrative duties as assigned.

#### **REPRESENTATIVE DUTIES**

- Receive, respond to or route inquiries from staff, parents and the community regarding Early Childhood and After School Programs, compose, type and edit letters to parents, staff and agencies.
- Manage calendars for Early Childhood and After School Programs; coordinate schedules and communicate with others regarding meetings, appointments, and other activities. Plan and organize office procedures.
- Review applications, schedule interviews, work with Human Resources to onboard new staff; coordinate the successful onboarding of new staff.
- Update and maintain Early Childhood and After School Programs websites.
- Prepare orders/requisitions for all supplies, materials and equipment, coordinating department ordering for all Early Childhood/After School Program staff and summer program staff; ensure orders are correct; disperse accordingly; receive, review, and forward for processing payment statements from vendors and service providers.
- Interview and screen callers and visitors; assist with gate security; provide information or direct to appropriate personnel; provide detailed and technical information concerning District policies, procedures and established regulations; take detailed messages as needed.
- Type a variety of items including reports, communications, requisitions, forms, letters, legal documents and other materials; establish, modify and maintain project and confidential filing systems.
- Schedule meetings, trainings, interviews and appointments; create and maintain the office calendar; arrange for conference rooms and refreshments; arrange and schedule travel accommodations as necessary.
- Respond to inquiries by vendors, school sites and other agencies regarding status of requisitions, purchase orders, packing slips, invoices and licensing requirements.
- Generate performance agreements for field trips and assemblies approval.
- Manage employee attendance tracking through online leave management system; ensure information that is inputted by employees is accurate.
- Oversee workers compensation program for Early Childhood/After School Programs; complete required forms and reports; send employees to approved health facilities as required.
- Maintain a variety of complex personnel records, time sheets, lists, files, reports and records, including confidential materials; maintain confidentiality of information and files according to established rules and guidelines.
- Receive, screen and route emails and voicemails for the Early Childhood/After School Programs Department.
- Operate a variety of office equipment: a computer, facsimile, copier, calculator and others as

assigned.

- Communicate with outside organizations, the public and parents to exchange information, coordinate activities and resolve issues and concerns; compile information for federal, State and District reports and special projects as assigned.
- Perform other work related duties as assigned.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

- Policies, procedures, principles and practices used in professional accounting and auditing work
- Modern office practices, procedures and equipment
- Record-keeping and filing techniques
- General school and/or district office practices
- Applicable laws, codes, rules and regulations related to assigned activities
- District organization, operations, policies and objectives
- Operation of a computer and assigned software including Microsoft Office
- Correct English usage, grammar, spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- CPR and First Aid.

##### **ABILITY TO:**

- Analyze and resolve problems and draw accurate conclusions
- Maintain a variety of specialized and basic records, reports and files
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Operate a variety of office machines including, but not limited to, calculator, facsimile, photocopier and printer
- Operate a computer and related software including Microsoft Office, Early Childhood/After School Programs software and applications
- Communicate effectively both orally and in writing
- Establish and maintain cooperative and effective working relationships with others
- Work independently with little supervision
- Meet schedules and deadlines
- Plan and organize work
- Work confidently with discretion
- Understand and follow oral and written directions

#### **EDUCATION AND EXPERIENCE:**

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

#### **LICENSES AND OTHER REQUIREMENTS:**

Valid CPR and First Aid

**WORKING CONDITIONS:****ENVIRONMENT:**

- Busy office environment with frequent interruptions.

**PHYSICAL DEMANDS:**

- Dexterity of hands and fingers to operate a 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 and retrieve materials
- Sitting for extended periods of time

**HAZARDS:**

- Exposure to communicable diseases.

**TERMS OF EMPLOYMENT:**

Twelve month work year; Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance.

**SALARY:**

Placement on the Classified Salary Schedule on Range 26.