

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: PROGRAM ASSISTANT, CURRICULUM & INSTRUCTION

BASIC FUNCTION:

Under the direction of the Assistant Superintendent of Curriculum and Instruction, oversee, coordinate, organize and perform day-to-day secretarial and administrative duties in the District Curriculum and Instruction Office supporting the curriculum, instruction, Gifted and Talented Education (GATE), English Language Development (ELD), staff development, testing, and assessment functions; provide secretarial assistance to the Assistant Superintendent of Curriculum and Instruction; serve as a liaison between students, staff, parents, District and SDCOE personnel, publishing/testing vendors, and the community; provide information regarding District policies and procedures.

REPRESENTATIVE DUTIES:

- Receive, respond to or route inquiries from staff, parents and the community regarding, curriculum, instruction, GATE, ELD, staff development, testing, and assessment; compose, type, and edit letters to parents, staff, and agencies pertaining to department issues.
- Communicate with publishing vendors to obtain pricing and other relevant information; discuss purchasing options including, piloting materials, discounting materials and other cost-saving measures; order newly-adopted curriculum materials for all school sites; prepare purchase order requisitions and input into San Diego County Office of Education Fiscal Information System;
- Communicate with testing vendors to obtain necessary information; order appropriate number of exams based on district enrollment information; review enrollment information to determine and make arrangements for special testing needs; receive testing materials and verify accuracy; ensure security of testing materials; verify test dates are within required timeframe; prepare testing binder for individual school sites; distribute testing materials accordingly; attend testing workshops; conduct training sessions for general testing information as well as Site Coordinator testing procedures; respond to testing inquiries; collect and ship testing materials for scoring.
- Maintain records and produce reports and records pertaining to testing; update Student Information System (SIS) for testing pre-id; audit pre-id information for accuracy; upload pre-id data; correct data on-line; download data to meet required deadlines.
- Type, edit, and compose letters, memoranda, bulletins, reports, schedules, lists, agendas including complex and technical documents, correspondence, special reports and other materials from copy, rough draft, or verbal instructions.
- Maintain calendar for the Curriculum and Instruction Department; coordinate schedules and communicate with others regarding meetings, appointments, and other activities.
- Prepare materials and make arrangements for staff meetings and workshops including, making travel arrangements for speakers; posting information on District website; preparing presentations, such as PowerPoint; processing registration forms; preparing database of attendees.
- Assist in preparing board agenda items and board reports as well as electronic board presentations for the Curriculum and Instruction Department.
- Plan and organize office procedures.

- Serve as a backup to the Executive Assistant to the Superintendent; attend board meetings as necessary; prepare meeting minutes.
- Receive, screen, and route mail and telephone calls for the Curriculum and Instruction Department.
- Train and provide work direction to office staff as assigned; provide input during performance evaluations as requested.
- Operate a computer and assigned software systems; operate a telephone, copier, facsimile, typewriter, calculator and other office equipment as needed; arrange for repair and maintenance of equipment as needed.
- Perform other work related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping and filing techniques.
- Computer operations and related software applications.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- General school and/or district office practices.

ABILITY TO:

- Manage the Curriculum and Instruction Office.
- Provide secretarial assistance to the Assistant Superintendent, Curriculum and Instruction.
- Compose correspondence and work independently with little supervision.
- Maintain records and prepare reports.
- Type at a net corrected speed of 50 words per minute.
- Communicate effectively both orally and in writing.
- Serve as a liaison between students, staff, parents, District personnel and the community.
- Operate a computer and a variety of office machines and equipment.
- Learn, in a short amount of time, the SDCOE Fiscal and Student Information Systems; laws, codes, regulations, terminology, practices and procedures related to the assignment; District organization, operations, policies and objectives.
- Establish and maintain effective working relationships with others.
- Understand and follow oral and written directions.
- Plan and organize work.
- Meet schedules and time lines.
- Perform duties effectively with many demands on time and constant interruptions.
- Work confidentially with discretion.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical or secretarial experience, preferably in a school or school district setting. Advanced business or secretarial courses are desired but not required.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment.
- Constant interruptions.

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard.
- Hearing and speaking to exchange information.
- Seeing to read a variety of materials.
- Bending at the waist, kneeling or crouching to file materials.
- Sitting or standing for extended periods of time.

TERMS OF EMPLOYMENT:

Valid Driver's License, Criminal Justice Department and Federal Bureau of Investigation Fingerprint Clearance, Physical and TB Clearance. Fingerprints and physical will be at district expense and must be obtained at district contracted facility.

SALARY:

Placement on the Classified Salary Schedule on Range 32.