

## **DEL MAR UNION SCHOOL DISTRICT**

**CLASS TITLE:** ADMINISTRATIVE ASSISTANT, INSTRUCTIONAL SERVICES

### **BASIC FUNCTION:**

Under the direction of the Assistant Superintendent, Instructional Services, organize and perform complex secretarial and administrative functions as assigned.

### **REPRESENTATIVE DUTIES:**

- Coordinate, organize and perform complex secretarial functions for the Instructional Services Department.
- Review and verify accuracy and completeness of various documents; maintain confidentiality of materials and information.
- Prepare and type letters, bulletins, newsletters, 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.
- Provide information concerning district policies, procedures, and programs as needed; communicate effectively with parents, the public and District personnel and members of the Board of Trustees orally and in writing.
- Receive, screen and route mail and other documents within Instructional Services Department.
- 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.
- 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 such as Microsoft Office and Google

*Job Description: Administrative Assistant, Instructional Services*

*Board Approved: 09/22/2021*

**ABILITY TO:**

- 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.

**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:**

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 26.