

DEL MAR UNION SCHOOL DISTRICT

CLASS TITLE: ADMINISTRATIVE ASSISTANT, DISTRICT OFFICE AND STUDENT SERVICES

BASIC FUNCTION:

Under the direction of the Executive Assistant to the Superintendent and the Director of Special Education, serve as the District Office Receptionist providing courteous and amiable customer service to callers and guests; and organize and perform complex secretarial and administrative functions as assigned.

REPRESENTATIVE DUTIES:

- Greet visitors of the District Office in a polite and considerate manner, and direct individuals to appropriate District personnel and offices.
- Answer all incoming calls and route them to correct department.
- Serve as liaison between parents, the public and District personnel.
- 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 District office.
- Responsible for maintaining office equipment and requesting repair service as needed.
- Maintain calendars for the district office Training Center and Conference rooms, including coordinating set-up with applicable departments and communicating with appropriate staff.
- Maintain conference rooms, Training Center, and lobby area, ensuring they are in a clean, orderly, and well-stocked state.
- Coordinate with the Maintenance, Operations & Facilities Department any needed repairs or maintenance needs at the District Office.
- Prepare and type letters, bulletins, newsletters, certificates, memoranda, agendas, lists, logs and other written communications on a computer terminal 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.
- Process orders/requisitions for all supplies, materials and equipment for District office staff, teachers, aides, therapists and health offices.
- Post items and maintain District and school websites, as needed.
- 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.
- Coordinate, organize and perform complex secretarial functions for the Superintendent's Office and Student Services Department.

- Assist with scheduling, preparation and set-up of meetings.
- Process purchase orders, check requests, and reimbursements.
- Assist with various projects and events.
- Enroll students during periods of school office closure; organize and distribute student registration materials. Maintain and update all forms for Student Services Department.
- Maintain District AED lists and program paperwork.
- Maintain and update forms for student registration and Back to School packets.
- Help teachers navigate through the Special Education Information System (SEIS) and maintain student records in the system on a daily basis.
- 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.
- Receptionist and telephone techniques and etiquette.
- District organization, operations, policies and programs.
- Pertinent computer software programs such as Microsoft Office, Word, Excel, Power Point, Adobe Pro.

ABILITY TO:

- Answer telephones and greet the public pleasantly, tactfully, and courteously.
- 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, and CPR certification. 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.