



JOB TITLE: ADMINISTRATIVE ASSISTANT, STUDENT SUPPORT SERVICES

DEFINITION:

Under the direction of the Executive Director of Student Support Services perform responsible secretarial and clerical duties in support of the Student Support Services Department; maintain comprehensive records related to Special Education and other support services for students; coordinate communications within the department, with District personnel and outside organizations.

ESSENTIAL FUNCTIONS:

- Perform a variety of responsible secretarial and clerical support duties for the Executive Director of Student Support Services and departmental staff; manage and coordinate office activities.
- Communicate with site and District office personnel to receive and relay information; coordinate meetings and conferences, and explain the regulations, requirements and policies concerning Pupil Services.
- Prepare and maintain comprehensive records related to special education and Student Support Services including, but not limited to budgets, expenditures, personnel, District Residency/Attendance and Suspension/Expulsion.
- Compile and organize data for inclusion in financial, statistical and narrative reports; format, type, proof, duplicate and distribute reports and information.
- Prepare and maintain vendor contracts and support documentation.
- Schedule meetings and conferences between parents and Student Support Services staff and administrators.
- Prepare and process purchase order requests according to established procedures: order office supplies and Special Education testing materials.
- Sort and distribute departmental mail; answer and initiate telephone calls and provide information concerning the District's Student Support Services, policies, procedures and activities.
- Operate office equipment including microcomputers, calculator, copier, typewriter and others: operate word processing, spreadsheet and data management software, including Special Education Information data System's (SEIS).
- Review vendor invoices and maintain records on costs/expenditures.
- Maintain records related to departmental staff calendars, work schedules. Prepare department staff payroll.
- Prepare and maintain comprehensive records related to bus transportation for Special Education students.
- Attend meetings and prepare agendas and minutes as requested.
- Maintain confidentiality of a variety of sensitive materials and information.
- Perform related duties as assigned.

Secondary Functions:

- This is a single position classification. All duties listed are considered essential.

EXPERIENCE AND EDUCATION:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and Experience:

Any combination equivalent to: graduation from high school including or supplemented by business



courses, and two years increasingly responsible clerical experience, including experience in operating a computer to enter data, create correspondence and reports and access resources on-line.

Licenses and other Requirements:

None are required for this classification.

Mental Demands**Language Skills:**

Ability to: read, analyze and interpret business periodicals, journals, technical procedures, or governmental regulations; compile information and write clear and comprehensive reports, business correspondence and minutes of meetings using correct usage, grammar, spelling, punctuation and vocabulary; read, interpret, apply and explain District and Board policies, procedures and applicable laws; communicate effectively with others, communicate effectively with others in person, on the telephone, and/or through electronic mail via computer.

Mathematical Skills:

Ability to: add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; maintain accurate statistical and financial records.

Reasoning Ability:

Ability to: solve practical problems and deal with concrete variables in situations where only limited standardizations exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form; learn quickly and apply specific laws, regulations, rules, policies and procedures of the District functions to which assigned; exercise good judgment and discretion in analyzing and resolving confidential, difficult and sensitive situations; establish and review work priorities.

Other Skills and Abilities:

Demonstrate knowledge of:

Principles and practices of an administrative office.

District organization, operations, policies and objectives.

Applicable sections of State Education Code and other applicable laws.

Modern office practices, procedures and equipment.

Office management and secretarial skills.

Record-keeping and filing techniques.

Principles, operation and use of microcomputer, office machines and communication equipment.

Interpersonal skills using tact, patience and courtesy.

Public relations techniques.

Telephone techniques and etiquette.

Demonstrated abilities to:

Perform responsible secretarial and clerical work with speed and accuracy.

Learn the organization and purpose of the Student Support Services department quickly.

Prepare reports by gathering and organizing data from a variety of sources.

Prepare comprehensive narrative and statistical reports and special projects.

Work independently with little direction.

Work confidentially with discretion.

Operate a variety of office equipment such as typewriter, computer, calculator and copiers.

Type accurately at an acceptable rate of speed.



Maintain a variety of filing systems, files, records, and statistics.
Plan and organize work.
Meet schedules and time lines.
Establish and maintain effective and cooperative relationships with others.
Work efficiently with many interruptions.
Make arrangements for meetings, workshops and conferences.
Implement revised office procedures as needed and according to established guidelines.
Effectively utilize word processing, spreadsheet and data management software.

PHYSICAL REQUIREMENTS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

Body Movement:

Regular Activities: sit for long periods of time; use hands and fingers to operate an electronic keyboard or other office machines; reach with hands and arms; bend, stoop, kneel or crouch to file; speak clearly and distinctly to answer telephones and to provide information; hear to understand voices over telephone and in person.

Frequent Activities: walk to other offices in the building to attend meetings or deliver materials.

Lifting Requirements:

Employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 25 pounds.

Vision Requirements:

Ability to: see clearly at 20 inches or less; identify and distinguish colors; adjust the eye to bring an object into sharp focus.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Position Environment:

Work is usually performed in a District Office environment. Occasionally the employee in this class may be required to drive to various locations to conduct District business.

Exposures, Risks and Hazards:

While performing the duties of this classification, the employee regularly is exposed to the normal risks and hazards of operating computer-related equipment.

Board Approval: August 4, 2009

Department Name Change Board Approved: 9/05/17

Updated from Director to Executive Director of SSS - Board Approved: 7/23/21

Job Title Change Board Approved: 1/25/2022



APPLICATION PROCEDURE: Official application forms and related materials must be correctly completed and submitted on www.edjoin.org no later than the deadline time and date listed on the front of this bulletin. If the minimum requirements are specific and your experience is general, include a breakdown of functions. If you have volunteer experience you wish to have considered, include it, giving as much information about it as you can. **YOUR APPLICATION WILL BE ACCEPTED ONLY IF IT CLEARLY INDICATES THAT THE MINIMUM REQUIREMENTS FOR THE POSITION ARE MET.** The information you give will be subject to being accepted or rejected. If you appear to be among those most qualified, you will be invited to take the examination(s). You will be notified in advance of the time and place of examination.

EXAMINATION: Applicants must successfully complete each part of the examination process in order to be considered further. Persons invited to participate in the examination process must bring with them some type of identification card bearing their photograph and signature.

TUBERCULOSIS TEST OR CHEST X-RAY: Before being employed and beginning work for the Newhall School District, you will be required to file evidence of having had a tuberculosis Mantoux examination (intradermal skin test) with a negative result, within the past 60 days, or submit a tuberculosis risk assessment. Medically verified positive skin test results require a chest x-ray. The risk assessment questionnaire shall be administered by a health care provider, which shall be specified on the questionnaire.

AUTHORIZATION TO WORK REQUIREMENTS: Due to the Immigration Reform and Control Act of 1986, ALL employees must provide this district with one of the following: 1) United States passport, 2) certificate of United States citizenship, 3) certification of naturalization, 4) unexpired foreign passport with a valid endorsement of the Attorney General authorizing the individual's employment in the United States, 5) Resident Alien Card which includes a photograph (or other personal identifying information) and an authorization for employment in the United States, or, 6) certificate of birth in the United States.

OTHER REQUIREMENTS: State law requires all of our employees to swear or affirm allegiance to the United States and the State of California and to be fingerprinted for the purpose of a confidential background investigation. The Human Resources Department may obtain confidential references from former employers. Employees are required to belong to the Public Employees' Retirement System, if employed for a period of four (4) hours per day or more, for which the district makes contributions equal to or greater than those deducted from the employee's pay. Membership in the Social Security System is also required. A physical examination, at district expense, may also be a pre-employment requirement.

SALARY INFORMATION: Advanced placement on the Classified Salary Schedule, up to Step F, may be allowed at the time of employment. To qualify for advanced placement, the prior qualifying employment must be completely disclosed in the application paperwork and properly verified in writing at the time of employment. This written verification must be on official stationery of the prior employer and must specifically state the position held, a description of duties, and length of time employed.

Detailed job descriptions of all classified positions are available upon request.

We reserve the right to reopen this position, re-advertise or delay filling the position.

WE ARE AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER