

**DIXON UNIFIED SCHOOL DISTRICT**  
**Job Description**

<b>TITLE:</b> Administrative Assistant to Education Services	<b>CLASSIFICATION:</b> Classified (SEIU)
<b>REPORTS TO:</b> Assistant Superintendent	<b>RANGE:</b> 300
<b>WORK YEAR:</b> 12 Months	<b>CLASS:</b> Administrative Support
<b>BOARD APPROVAL:</b> 1/14/16	
<b>BOARD REVISION:</b>	

**PRIMARY FUNCTION:** Under general supervision, to assist in the daily operations of the Education Services department, perform varied secretarial and administrative assistant duties, and relieve the supervisor of administrative and clerical detail; serve as a liaison between students, parents, staff, and the general public; and to do related work as required.

**RELATIONSHIP TO STUDENT ACHIEVEMENT:** This position supports student achievement by contributing to an organized District Office environment and providing school site staff with information and resources essential to learning and teaching.

**SUPERVISION OVER:** Not Applicable

**REPRESENTATIVE DUTIES AND RESPONSIBILITIES:** Incumbents may perform any combination of the essential functions shown below. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but to accurately reflect the primary job elements. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this classification.

- Performs varied secretarial and administrative assistant duties to relieve the supervisor of administrative and clerical detail; plans, coordinates and organizes office activities and coordinates flow of communications and information; assures smooth and efficient office operations.
- Serves as primary secretary to the administrator; types and composes from oral instructions a variety of correspondence, memoranda, fliers, requisitions, reports, forms, bulletins, and letters; receives, screens, and routes telephone calls; takes, retrieves, and relays messages as needed; schedules and arranges appointments, meetings, conferences, and other events; prepares agendas for and takes minutes at assigned meetings; maintains assigned calendars; reserves facilities and equipment for meetings and other events as needed.
- Compiles information and prepares and maintains a wide variety of data and reports according to established procedures and time lines; participates in special projects and research related to Education Services (i.e. CELDT, CAHSEE, Aspire, Williams Act, etc.).
- Coordinates the distribution and return of testing materials (CAHSEE, CAASPP).
- Utilizes the District notification system to transcribe, record, and send voice messages to students and parents; monitors delivery and receipt of District notification system messages.
- Processes a variety of forms and applications related to assigned functions (i.e. change of school requests, etc.); duplicates and distributes materials as needed.
- Establishes and maintains a variety of records and filing systems related to assigned activities; compiles and duplicates related materials as needed.
- Inputs a variety of data into an assigned computer system; establishes and maintains automated records, files, and databases; initiates queries, develops spreadsheets, manipulates data, and generates various computerized lists and reports as requested; assures accuracy of input and output data.
- Performs a variety of clerical accounting duties in support of Education Services; monitors inventory levels of office and designated supplies; prepares, processes, and codes purchase orders and invoices as assigned; contacts

vendors/providers to arrange for billings and payments as directed; assists in assuring expenditures do not exceed established budget limitations.

- Communicates with personnel and various outside agencies to exchange information and resolve issues.
- Operates a variety of standard office equipment including a calculator, copier, fax machine, typewriter, computer, and assigned software.
- Receives, sorts, and distributes mail.
- Cares for, supervises, controls, and protects students in a manner commensurate to assigned duties and responsibilities.
- Completes other reasonable duties as assigned.

#### **TRAINING, EDUCATION, AND EXPERIENCE:**

- High school diploma or the equivalent.
- Associate Degree or a minimum of 60 units from a WASC accredited college or university highly preferred.
- Three or more years' experience in clerical/office work OR an equivalent combination of experience and education from which comparable knowledge, skills, and abilities have been achieved.
- Bilingual in English and Spanish highly desirable.
- Prior experience working in a public school setting preferred.

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

- Fingerprint/criminal justice clearance.
- Possession of a negative TB risk assessment certificate and, if risk factors are identified, a negative TB examination, that is no more than 60 days old and renewable at least once every four years.
- CPR and first aid certification offered and required by the District yearly.

**KNOWLEDGE AND ABILITIES: The following outline of essential knowledge, abilities, and physical requirements is not exhaustive and may be supplemented as necessary in accordance of the job.**

#### **KNOWLEDGE OF:**

- District and school policies.
- Modern office practices and procedures.
- Correct English usage, composition, grammar, spelling, and punctuation.
- Oral and written communication skills.
- Basic mathematical skills.
- Financial record-keeping techniques.
- Basic budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Computer procedures, software, and applications.

*\*Candidates should have a firm working knowledge of these concepts, practices, and procedures and the ability to use them in varied situations.*

#### **ABILITY TO:**

- Establish priorities to plan and coordinate projects.
- Perform a variety of secretarial and administrative assistant duties.
- Develop and maintain organizational systems.
- Communicate effectively both orally and in writing.
- Maintain financial records pertaining to clerical accounting duties.
- Compile and verify data to prepare reports.
- Compose correspondence and written materials from oral instructions.
- Operate a variety of office equipment including a computer and assigned software.
- Make mathematic calculations with speed and accuracy.

- Demonstrate proficiency in keyboarding and typing.
- Analyze situations and suggest appropriate action(s).
- Maintain confidentiality of privileged information obtained in the course of work.
- Exercise caution and comply with health and safety regulations.
- Provide service and assistance to others using tact, patience, and courtesy.
- Give, understand and carry out multi-step oral and written instructions.
- Form and maintain cooperative and effective working relationships with others.
- Sustain productivity with frequent interruptions and attention to deadlines.
- Maintain consistent, punctual, and regular attendance.
- Work both independently with little direction and as a part of a team.
- Meet District standards of professional conduct as outlined in Board Policy.

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS** (*With or without the use of aids*)\*:

- Work is performed while in a stationary position for extended periods of time.
- Work is performed while moving about the office to utilize office equipment, etc.
- Work is performed while positioning self to access files and supplies.
- Work is performed while moving supplies weighing up to 20 pounds across the office.
- Requires the ability to communicate effectively with staff, students, parents, and community members.
- Requires the ability to detect information displayed on a computer screen and read documents.
- Requires the ability to operate a computer keyboard or standard office equipment.

*\*Consideration will be given to qualified disabled persons who with reasonable accommodation can perform the essential functions of the job.*

**SAMPLE ENVIRONMENT:** Indoor office setting where employees are protected from weather conditions or contaminants; occasional temperature changes; exposure to usual office sounds, dust, and possible odor of perfume or room deodorizer; potential exposure to blood, blood-borne pathogens, bodily fluids, communicable diseases, chemicals, antiseptics, and disinfectants.