

FALLBROOK UNION ELEMENTARY SCHOOL DISTRICT

JOB DESCRIPTION

CLASSIFIED PERSONNEL

ADMINISTRATIVE ASSISTANT

JD 4200.1

Definition

Under general direction, to serve as Secretary to an Assistant Superintendent performing highly skilled secretarial work; ensuring efficient and effective operation of various District programs and functions; coordinating highly complex and responsible administrative and technical work; to expedite the work flow of a major division in order to support the goals of the District; to coordinate and implement district functions and programs; and to assume and perform related duties as required.

Responsible to

Assistant Superintendent

Examples of Duties

1. Serves as a highly skilled secretary to the Assistant Superintendent.
2. Obtains, interprets and gives out information to various parties, including the press, concerning office functions, District policies and procedures.
3. Prepares materials for public distribution including, but not limited to newsletters, brochures, presentations, calendars, travel/conference and various required reports.
4. Receives and independently answers correspondence and requests for information.
5. Develops procedures to expedite transmittal of information or to facilitate implementation of policies, programs or directives.
6. Maintains and makes revisions to the policy handbooks.
7. Independently or in accordance with general instructions, compiles and composes correspondence or presentations on a wide range of subjects requiring a thorough knowledge of the procedures and policies of the District.
8. Transcribes minutes of meetings, conferences and policy-making bodies.
9. Maintains the confidentiality of correspondence, administrative files, and other information.
10. Responds accurately and appropriately to inquiries from staff, the public, and parents for the purpose of providing information and/or direction as may be required.
11. Researches, gathers and accurately prepares a variety of local, state and federal reports.
12. Interprets pertinent laws, rules and policies in the performance of daily duties.
13. May supervise other clerical workers.
14. Perform other related duties as may be assigned.

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Knowledge of:

1. Correct English usage, spelling, grammar, punctuation and composition.
2. Modern office methods, procedures and equipment, including receptionist and telephone techniques.
3. Record retrieval and storage systems.
4. Organization and collection of data.
5. General purposes and goals of public education.

Ability to:

1. Accurately perform a variety of complex clerical and secretarial work involving use of independent judgement, detail, and speed.
2. Proficiently operate standard office equipment.
3. Maintain complex filing systems which contain confidential or sensitive information.
4. Independently compose correspondence.
5. Train and coordinate the work of others.
6. Understand, carry out and give oral and written instructions.
7. Communicate effectively with students, public and staff.
8. Maintain cooperative working relationships with those contacted in the course of work.
9. Use good judgement in the performance of daily duties.
10. Interpret policies, regulations and operational guidelines pertaining to the District.
11. Type at a net corrected speed of 60 words per minute.

Training and Experience

Three years of responsible office experience, supplemented by additional training in office organization and secretarial skills, preferably including experience in a school district; equivalent to the completion of the twelfth grade, supplemented by or including courses in typing, office practices and office management; or any combination of training and/or experience that could likely provide the desired knowledge and abilities.