



Admin Asst 6 / Dist El-Sec Ed

Purpose Statement

The job of Admin Asst 6 / Dist El-Sec Ed is done for the purpose/s of providing a wide variety of confidential administrative and secretarial support to assigned administrator(s); coordinating activities; establishing and maintaining department records; compiling and distributing a wide variety of material and reports; and providing information and/or direction as requested by assigned administrator.

This job reports to Executive Directors of El. and Sec. Education

Essential Functions

- Attends department and/or in-service meetings for the purpose of gathering and disseminating information.
- Compiles data from a variety of sources (e.g. specialized reports, records, appointments, resignations, etc.) for the purpose of complying with financial, legal and/or administrative requirements.
- Coordinates a variety of projects, functions and/or program components (e.g. meetings with licensed employees, etc.) for the purpose of completing activities and/or delivering services in a timely manner.
- Enters certified employee information into Observertab for the State Board of Education; maintains login and CACTUS IDs for staff and administrators for the purpose of ensuring accurate certification and evaluation information.
- Monitors a variety of activities on behalf of assigned Administrator(s) (e.g. account balances, budget data, etc.) for the purpose of achieving goals and maintaining accurate records.
- Participates in a variety of meetings, workshops, and/or trainings for the purpose of providing or receiving information, recording minutes, and supporting the needs of the attendees.
- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.
- Prepares a variety of documents (e.g. correspondence, minutes, forms, reports, etc.) for the purpose of communicating information and/or creating documentation in compliance with established guidelines.
- Prepares and organizes professional development activities for the purpose of providing meaningful professional development and team building experiences.
- Represents assigned Administrator(s) in his or her absence for the purpose of conveying and/or gathering pertinent information.
- Researches a variety of topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information and/or recommendations that address a variety of administrative requirements.
- Responds to inquiries from a variety of internal and external parties (e.g. public agencies, employees, applicants, etc.) for the purpose of providing information or direction and/or facilitating communication among parties.
- Schedules various activities (e.g. appointments, committee meetings, conferences, etc.) for the purpose of making necessary arrangements for the specified group and/or assigned administrator.

- Supports assigned administrative personnel (e.g. making appointments, answering phone calls, maintaining files, organizing and compiling data, typing letters, memos and emails, etc.) for the purpose of providing assistance with their functions and responsibilities.
- Supports and works with United Way for the purpose of coordinating service opportunities and supporting educational goals and community initiatives.
- Supports and works with district principals for the purpose of providing assistance with various functions and responsibilities.
- Works with the Business Office in regards to Teacher Supply money and maintains relevant information for the purpose of determining eligibility for payment.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; preparing and maintaining accurate records; analyzing; customer service; effective practices; and planning.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read a variety of manuals, write documents following prescribed formats, and/or present information to others; and understand complex, multi-step written and oral instructions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: business telephone etiquette; concepts of grammar and punctuation; office practices and procedures; and codes/laws/rules/regulations/policies.

ABILITY is required to schedule activities, meetings, and/or events; gather, collate, and/or classify data; and use job-related equipment. Flexibility is required to work with others in a variety of circumstances; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize job-related equipment. Problem solving is required to identify issues and create action plans. Problem solving with data may require independent interpretation; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; displaying tact and courtesy; maintaining confidentiality; setting priorities; being attentive to detail; establishing and maintaining effective working relationships; working as part of a team; and working with frequent interruptions; detail oriented; meeting schedules/deadlines; multi-tasking; and reliability.

Responsibility

Responsibilities include: working under limited supervision following standardized practices and/or methods; leading, guiding, and/or coordinating others; monitoring budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to have some impact on the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

Experience: Job related experience with increasing levels of responsibility is desired.

Education: High school diploma or equivalent.

Equivalency:

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Approval Date

Salary Grade

