



Admin Sec 6 / T&L Office

Purpose Statement

The job of Admin Sec 6 / T&L Office is done for the purpose/s of providing secretarial support to assigned administrator(s) and staff; coordinating activities and appointments of assigned administrator(s) and staff; interacting with employees, students, and patrons; creating, maintaining, and distributing a variety of electronic and print documents; and providing information, recommendations and/or direction as requested by assigned administrator and staff.

This job reports to Assistant Superintendent of Teaching and Learning

Essential Functions

Attends work regularly to fulfill duties specific to the assignment for the purpose of providing quality educational experiences and continuity for assigned students, parents, and the overall school community.

Attends meetings for the purpose of conveying and/or gathering information required to perform functions.

Coordinates assigned projects and/or program components for the purpose of completing activities and/or delivering services and materials in a timely fashion.

Maintains inventory of supplies and materials for the purpose of ensuring items' availability.

Maintains a variety of manual and electronic documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.

Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Prepares a variety of correspondence, reports and other materials for the purpose of documenting activities, providing written reference, and/or conveying information.

Researches assigned topics (e.g. current practices, policies, education codes, etc.) for the purpose of providing information that addresses teaching and learning operations.

Responds to inquiries from a variety of internal and external parties (e.g. district staff, schools, parents, grant writers, vendors, state officials, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform single, 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: interpersonal aptitude.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and solve practical problems. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: English grammar/punctuation/spelling/vocabulary; codes/laws/rules/regulations/policies; and bookkeeping/accounting practices.

ABILITY is required to schedule activities, meetings, and/or events; often gather, collate, and/or classify data; and use basic, 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 requires independent interpretation of guidelines; and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: adaptability/flexibility; communication with persons of diverse backgrounds/knowledge/skills; confidentiality; dealing with frequent interruptions; decision making; detail oriented; meeting schedules/deadlines; multi-tasking; organizing; prioritization; and reliability teamwork.

Responsibility

Responsibilities include: working under direct supervision using standardized procedures; directing other persons within a small work unit; tracking budget expenditures. Utilization of some resources from other work units is often required to perform the job's functions. There is some opportunity to impact 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, and significant fine finger dexterity. Generally the job requires 85% sitting, 10% walking, and 5% standing. This job is performed in a generally clean and healthy environment.

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

Education: Targeted, job related education with study in job-related area.

Equivalency:

Required Testing:

Pre-employment Proficiency Test

Certificates and Licenses

Continuing Educ. / Training:

Occasionally as needed to perform changing essential functions of position

Clearances

Criminal Justice Fingerprint/Background Clearance

FLSA Status

Non Exempt

Approval Date

Salary Grade

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