

TORRANCE UNIFIED SCHOOL DISTRICT

CLASS TITLE: SENIOR ADMINISTRATIVE ASSISTANT – EDUCATIONAL SERVICES

BASIC FUNCTION:

Under the direction of the Chief Academic Officer, perform a wide variety of specialized and responsible secretarial and administrative support duties related to the District policies, budgets, categorical programs, audits, accountability reports requiring considerable knowledge in issues directly related to Educational Services; organize and coordinate office activities and communications to assist the Chief Academic Officer_in all Educational Services throughout the school district.

REPRESENTATIVE DUTIES:

Provide executive assistance to the Chief Academic Officer by performing a wide variety of highly responsible and specialized complex secretarial and administrative assistant duties working independently in support of functions assigned by the Chief Academic Officer; interpret and apply rules and regulations as appropriate; perform duties with administrative details as appropriate. **E**

Coordinate communication between the Chief Academic Officer, and all Educational Services departments, including Special Education, Child Welfare & Attendance, Curriculum and Instruction, Testing and Accountability, Technology for Learning, English Language Development, and Special Projects as well as other District Office personnel. Coordinate communication with site administrators and teachers, employee unions, educational institutions, outside civic and service organizations, vendors and parents to provide information; coordinate activities and resolve problems. **E**

Assist in research and in developing proposals related to academic achievement, which may be presented during negotiations. Assist in researching issues that pertain to accountability details. Distribute information as agreed upon with bargaining units on an as needed basis. **E**

Under the direction of the Chief Academic officer, coordinate and communicate with State and Federal Accountability offices and assist in the preparation and distribution of confidential mandated accountability reports. **E**

Assist the Chief Academic Officer with administrative matters; interview callers, exercising considerable judgment and applying experience in making decisions; provide information in accordance with established procedures and policies; refer problems requiring technical answers to appropriate administrators. **E**

Plan and schedule major events, such as conferences, school district meetings, and staff development attended by District personnel, students, parents, coordinating sponsors and participants, monitor funding, applications of participants and communication as appropriate. **E**

Perform a variety of tasks associated with the preparation, revision, and administration of the District's Local Education Achievement Plan, Comprehensive Educational Achievement Plan, Technology Plan, and Curriculum Development and Educational Materials Handbook, and Strategic Plan which includes; committee meetings. **E**

Research, review, check, correct and compile a variety of information; including assisting state auditors,_verify data for accuracy, completeness and compliance with established procedures; input and retrieve computerized data in computer systems as required. **E**

Prepare and maintain a variety of records, logs and files including staff development information and attendance records; start of school enrollment numbers to determine teacher staffing; high school course outlines and course number assignments; grants received and accounting of grant funds spent; testing information and results; personnel requisitions; textbook sufficiency assurances to comply with state requirements; the TUSD school year calendar; and_information of a confidential nature; maintain confidentiality of information and records. **E**

Conduct research of problems and situations, consulting with involved staff members, investigating procedures and gathering background materials. **E**

Consult with District personnel and others concerning specific issues and situations. **E**

Maintain the Chief Academic Officer's_calendar; arrange for meetings of the Chief Academic Officer with various groups both within and outside the District; make travel arrangements as required. **E**

Compile information and data for a variety of reports; organize, type and print reports and other written materials related to assigned office functions. **E**

Exercise discretion in disseminating information, explaining policies and procedures and speaking as directed for the Chief Academic Officer in personal, electronic, and telephone contacts and meetings. **E**

Coordinate, compile, research and prepare agenda materials for the Board and various committees that are compliant and functions pursuant to the Education Code and Brown Act. **E**

Provide assistance to the Board of Education and Committee members as needed, including research of questions and coordination of Board and Committee requests and activities. **E**

Respond to complaints, concerns, requests for information from students, parents staff and the general public regarding District programs, policies, procedures and regulations. Refer issues and complaints with confidentiality, tact, sensitivity, and expedite referrals to appropriate responsible party for resolution with expediency. Be sensitive and aware of our diverse and multicultural community. **E**

Coordinate numerous budgets, maintain spreadsheets, and accurately enter and monitor purchases related to grants, Instructional Materials Fund Realignment Program, testing professional development books, services and materials; and general office supplies and equipment. **E**

Independently research, compose and type a wide variety of materials such as correspondence, reports, contracts, forms, applications, memoranda and other documents. **E**

Take and transcribe dictation of minutes, letters and memoranda, including materials of a confidential nature as required by the position; prepare correspondence and memoranda independently or from oral instructions. **E**

Operate a computer work station to maintain records and generate reports, lists and other materials; utilize word processing and other software as required. **E**

Train and provide work direction to Administrative Assistants and Staff Assistants in Educational Services, the Categorical Funding Specialist, or departmental and school site clerical support staff as assigned; monitor office workflow and assure compliance with established time lines, procedures and standards of quality. **E**

Receive, process and route mail; order, issue and maintain department supplies, forms and equipment.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Modern office practices, procedures and equipment.
- Record-keeping and report writing techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Applicable sections of State Education Code and other applicable laws.
- Interpersonal skills using tact, patience and courtesy.
- Telephone techniques and etiquette dealing with the news media/press and the public.
- Operation of a computer work station and a variety of other office equipment including typewriter, calculator, copiers and dictation equipment.

ABILITY TO:

- Perform secretarial and administrative assistance duties.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Type at 50 words net per minute from clear copy.
- Work independently with little direction.
- Establish and maintain effective working relationships with others.
- Meet schedules and time lines.
- Prepare reports by gathering and organizing data from a variety of sources.
- Work confidentially with discretion.
- Analyze situations accurately and adopt an effective course of action.
- Communicate effectively both orally and in writing.

Work efficiently with many interruptions.

Operate a variety of office equipment including computer work stations, calculator, typewriter, copiers and dictation equipment.

Make arrangements for meetings and conferences locally and arrangements out of town; conferences, hotel, car rentals, etc.

Maintain a variety of files, records and logs.

Plan and organize work.

Provide work direction to others as assigned.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college course work in business, office practices or related field and four years of responsible secretarial experience involving the use of word processing and record-keeping software.

LICENSES AND OTHER REQUIREMENTS:

Some positions in this classification require the ability to take and transcribe dictation.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment; subject to constant interruptions.

PHYSICAL ABILITIES:

Bending, pushing, moving, and lifting objects weighing up to 25 pounds. Dexterity of hands and fingers to operate office equipment, sitting or standing for extended periods of time, reaching to retrieve and maintain files, hearing and speaking to exchange information.