

## TORRANCE UNIFIED SCHOOL DISTRICT

### CLASS TITLE: STAFF ASSISTANT - PROFESSIONAL DEVELOPMENT

#### BASIC FUNCTION:

Under the direction of the Director of Curriculum, perform a variety of specialized and responsible secretarial, administrative and technical support duties related to the various curriculum programs; organize and coordinate program activities and communications to assist the Director of Curriculum and Professional Development Teachers with assigned functional areas of responsibility.

#### REPRESENTATIVE DUTIES:

Perform a wide variety of specialized and responsible duties independently in support of the Director of Curriculum and Professional Development Teachers in providing services to teachers, administrators, parents, students and other District personnel. *E*

Provide administrative and clerical assistance to the Director of Curriculum and Professional Development Teachers. *E*

Coordinate communication between the Director of Curriculum, Professional Development Teachers, District personnel, parents, students, educational institutions, vendors and the public to ensure effective communication. *E*

Schedule meetings, conferences and appointments for the Director of Curriculum and coordinate the calendars of the Director of Curriculum and Professional Development Teachers. Arrange travel accommodations as necessary. *E*

Respond to requests for information from students, parents, staff and the general public regarding curriculum programs. Resolve issues with confidentiality, tact, and sensitivity. Expedite referrals to the appropriate responsible party for resolution with expediency. *E*

Plan and schedule major events such as the New Teacher Institute, steering committees, curriculum design teams, year-long professional development sessions attended by District personnel, GATE programs and various other activities. *E*

Coordinate and monitor logistics for the program events. Purchase materials, secure appropriate personnel support and coordinate room usage. Advertise for events by preparing flyers, brochures, sending/receiving correspondence and organizing applications of participants. *E*

Prepare, maintain and monitor program budgets and grant spending based on budgeted allocations. Provide support to the Director of Curriculum and Professional Development Teachers in preparing and monitoring their budgets. *E*

Assist in ordering and disseminating materials for the Director of Curriculum and Professional Development Teachers. Interface with vendors and coordinate with various departments to complete instructional material and textbook purchases. *E*

Research, compose, type and compile a variety of materials and information for reports, board items, grants, correspondence, forms, flyers, brochures, memoranda and other information of a confidential nature. Maintain confidentiality of information and records. *E*

Create and maintain correspondence, reports, bulletins, minutes and memoranda, including materials of a confidential nature as required. *E*

Input and retrieve computerized data in computer systems as required. *E*

Operate a computer workstation to input work orders, maintain records and generate reports, lists and other materials. Utilize District systems such as Outlook, SIMS and ZANGLE or any District –approved system or software program appropriate to complete projects. *E*

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Computer software programs such as Word, Excel, and Publisher.  
Modern office practices, procedures and equipment.  
Methods, practices, terminology and procedures used in staff development.  
Procedures for ordering books and materials.  
Time lines for preparation of Board items.  
District organization, operations, policies and objectives.  
Basic accounting skills and budgetary practices, record-keeping techniques including budget maintenance and petty cash accounting.  
Operation of a computer work station and other office equipment.  
Oral and written communication skills.  
Public relations and telephone techniques and etiquette.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Interpersonal skills using tact, patience and courtesy.

**ABILITY TO:**

Perform a variety of responsible secretarial and clerical duties to assist the Director of Curriculum and Professional Development staff.  
Provide information and assistance to school staff, contractors and outside agencies.  
Compose correspondence and written materials independently.  
Communicate effectively both in writing and orally.  
Assume responsibility and exercise sound judgment.  
Type at 50 words per net minute from clear copy and operate a computer work station.  
Read, interpret, apply and explain rules, regulations, policies and procedures.  
Meet schedules and time lines.  
Schedule and make arrangements for meetings and conferences.  
Maintain files, records and logs.  
Assemble, organize and prepare data for records and reports.  
Learn, apply and explain policies, procedures, rules and regulations.  
Establish and maintain cooperative and effective working relationships with others.  
Work independently with little direction.  
Operate a variety of office machines to include copiers, calculators, and printers.  
Prioritize work.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science, word processing and other software and four years increasingly responsible clerical and secretarial experience, including at least one year of experience in a school district.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment; subject to constant interruptions.

**PHYSICAL ABILITIES:**

Dexterity of hands and fingers to operate a computer and office equipment, sitting or standing for extended periods of time, reaching above the shoulders and horizontally to retrieve and file records, lifting, bending, pushing, moving objects weighing up to 25 pounds, and hearing and speaking to exchange information on the telephone or in person. Any combination equivalent to: graduation from high school and three years of increasingly responsible clerical experience.