

## **TORRANCE UNIFIED SCHOOL DISTRICT**

### **CLASS TITLE: ADMINISTRATIVE ASSISTANT**

#### **BASIC FUNCTION:**

Under the direction of an Assistant Superintendent, Cabinet-level administrator, or the Senior Director-Certificated Human Resources and the Director-Employee Resources, perform a wide variety of specialized and responsible secretarial and administrative support duties related to the assigned office; organize and coordinate office activities and communications to assist the administrator with assigned functional areas of responsibility.

#### **REPRESENTATIVE DUTIES:**

Perform a wide variety of specialized and responsible duties independently in support of functions delegated to assigned administrator; interpret and apply Board Policy, Administrative Rules, and regulations as appropriate; perform duties to assist and relieve the administrator of administrative and office details as appropriate. Be aware of current educational issues such as elections, Bond issues, graduation requirements, enrollment requirements, child labor laws, discipline policy, required immunizations, special education, laws affecting children and State Content Standards for all grade levels. **E**

Coordinate communication between the administrator and District personnel, parents, students, employee unions, educational institutions, vendors, other civic and service organizations and the public; obtain and provide information, coordinate activities, and resolve problems. **E**

Implement and maintain the initial salary placement and monitor the status of certificated administrators. **E**

Plan and schedule major events, such as conferences, monthly joint civic and school district meetings, and staff development attended by district personnel, students, parents, and government and business personnel including coordinating all sponsors and participants, determine and monitor appropriate funding, personnel support, facilities, logistics, speakers, purchasing, advertising, applications of participants, production of flyers, brochures, and correspondence and resolve problems. Interface with vendors to complete other special projects as required.

Coordinate with various departments the dissemination of documents that are required for school enrollment, including summer school, in a timely manner. Assist in the development, revision and publication of course descriptions in accordance with state guidelines.

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**

Assist in the dissemination of information, collection of complaints, and adherence to the timeline for Uniform Complaints. **E**

Prepare and maintain a variety of records, logs and files including information of a confidential nature; maintain confidentiality of information and records. **E**

Schedule meetings, conferences and appointments for assigned administrator; maintain administrator's calendar; arrange travel accommodations as necessary. **E**

Compile information and data for a variety of reports; including data research such as student enrollment numbers to determine teacher staffing; organize, type and print reports and other written materials related to assigned office functions. **E**

Coordinate the placement of student teachers districtwide, communicate with educational institutions and administrators regarding requirements, and maintain student teacher agreements. **E**

Coordinate with collective bargain needs for all unions, including the scheduling of negotiations meetings, distribution of employee release letters, sitting at the bargaining table, transcribing minutes, mandated cost preparation, and the maintaining of union contracts and salary schedules. **E**

Coordinate, compile, and prepare Board agenda materials. **E**

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

Independently research, compose, type, and process a wide variety of complex materials such as correspondence, reports, contracts, forms, spreadsheets, flyers, brochures, 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 departmental and school site clerical support staff as assigned; monitor office and school site workflow and assure compliance with established time lines, procedures and standards of quality. **E**

Maintain, monitor, and assist with department budgets including grant and substitute teacher funding and budget and accounting projects.

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 including editing and proofreading skills.

Basic accounting skills and budgetary practices.

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.

Public relations techniques.

Operation of a computer work station, its peripheral devices and a variety of software applications as well as 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.

Work as a team to accomplish goals.

Meet schedules and time lines.

Perform arithmetic computations quickly and accurately.

Independently draft memoranda.

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.  
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. School site office experience and experience working with the public is highly desired.

**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.

**ADOPTED: April 1994**  
**REVISED: May 1995**  
**Reviewed: January 2000**  
**REVISED: May 2006**