

SUNNYVALE SCHOOL DISTRICT

November 2018

CLASS TITLE: DEPARTMENT ADMINISTRATIVE ASSISTANT

BASIC FUNCTION:

Under the direction of an assigned supervisor in the departments of Curriculum, Special Education, Human Resources, Operations and Business Services, perform a wide variety of tasks related to the Department.

ESSENTIAL DUTIES:

Serve as a point of contact among teachers, support staff, the public and administrators for specified programs. Explain program policies and procedures; provide technical information to parents, staff and others. Answer questions, resolve issues, exchange information and respond to needs.

Interface with staff and public representing the school district in a professional, cordial and service oriented manner. Collaborate and/or follow-up with staff as needed to ensure accuracy, efficiency and quality. Redirect incoming calls and requests as appropriate.

Compile information, prepare and maintain a wide variety of complex data, letters, records, reports, including state and federal reports and materials according to established procedures and timelines; Ensure that data is compiled, analyzed, presented and utilized in an accurate, effective, efficient manner.

Assist in the preparations of data and program information for district or school sites; process a variety of information including forms, surveys, assessments, letters and applications in compliance with all relevant regulations, guidelines and objectives.

Perform a wide variety of routine department related tasks related to the assigned function; compose independently or from oral instruction, emails/letters requesting or responding to information or dealing with routine matters. Schedule events, appointments or meetings and maintain calendars, ensuring effective scheduling and communication. Notify employees of employment requirements.

Implement a system for coordinating meetings and trainings that ensure a systematic approach to identifying participants, budgets, contracts, venues, materials, evaluations and timelines. Assist with the logistics for meetings and trainings including registration processes, corresponding with presenters, agendas, set up, creating and distributing flyers, taking minutes and communicating with school personnel as necessary.

Manage resources and materials related to the assigned function such as: maintain inventory; distribute and collect materials; communicate with vendors regarding status of services, orders and prices; generate and track contracts or purchase orders; monitor expenditures.

Prepare payroll for assigned departments; compute and verify hours including compensatory time, vacation time, sick time and time not worked; assure accuracy of payroll documents; obtain proper signatures and distribute pay checks.

Perform other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the department.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Correct English usage, grammar, spelling, punctuation and vocabulary.
Financial and statistical record-keeping and report preparation techniques.
Laws, codes, rules and regulations related to assigned activities.
District organization, operations, policies and objectives.
District program requirements.
Purchasing policies, practices and terminology.
Budget preparation and control.
Operation of a computer and assigned software.
Current office practices, procedures and equipment.

ABILITY TO:

Update skills as new technologies come into use.
Maintain accurate records.
Compile and verify data and prepare reports.
Monitor expenditures and assigned budgets.
Interpret, apply and explain applicable laws, codes, rules and regulations.
Maintain current knowledge of program rules, regulations, requirements and restrictions applicable to assigned department.
Evaluate program requirements and prepare educational grant proposals.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Plan and organize work.
Meet schedules and time lines.
Research and purchase materials.
Operate office equipment including a computer and assigned software.
Work independently, take initiative and exercise good judgment.

EDUCATION AND EXPERIENCE:

Associate Arts Degree preferred and any combination equivalent to: graduation from high school and two years of experience performing responsible clerical and record-keeping duties.

WORKING CONDITIONS:

ENVIRONMENT:

Office environment.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.

Hearing and speaking to exchange information.

Sitting for extended periods of time.

Seeing to read a variety of materials.

Reaching overhead, above the shoulders and horizontally

Ability to lift up to 25 pounds.

TERMS OF EMPLOYMENT:

Salary and terms of employment are described in the Agreement between Sunnyvale School District and California School Employees Association.

EVALUATION:

Performance of this job will be evaluated in accordance to Agreement between Sunnyvale School District and California School Employees Association.