

ADMINISTRATIVE ASSISTANT – STUDENT SERVICES

BASIC FUNCTION:

Under the direction of a district administrator, perform a variety of duties in support of the administrator in charge of Student Services and Categorical Programs. Monitor budget development, revenue and expenditure analysis for special projects, grants, and entitlements; coordinates administration and reporting of categorical programs; validates and documents compliance of grants and entitlements; assist with the development of grant and entitlement proposals. This position will be cross trained with the Administrative Assistant – Testing and Data.

REPRESENTATIVE DUTIES:

Student Records:

- Coordinate the district Student Records Committee focusing on consistency of student information; develop and refine forms for district-wide use.
- Collaborate with the IT Department in the updating of all student information in Aeries.
- Work with school site staff to ensure the accuracy and completeness of data in the student information system.
- Process inter and intra-district transfers and open enrollment; maintain tracking system of requests, approval, denial, and provide follow-up to parents.
- Address Verification: Coordinate with site staff to facilitate enrollment in appropriate school boundaries.
- Caregiver and Special Power of Attorney: Maintain lists, file documents, and prepare correspondence and annual updates.

Categorical Programs:

- Assist in preparation of the Consolidated Application for Categorical Funding, and other related reports; research and collect data, and confer with principals and administrators about program design. Update application in response to state directives.
- File and organize all categorical expenditures by department and school.
- Assist with development and maintenance of categorical programs, grants, and entitlements with appropriate personnel to set up budget categories according to award specifications; create and maintain spreadsheets to monitor budget expenditures; and review and verify available funds.
- Monitor time accounting for multi-funded positions by collecting required documentation.

Other Duties:

- Williams Settlement monitoring and reports
- Assist in processing, filing, and follow-up on purchase requisitions and purchase orders, and track textbook orders.
- Assist in preparing Professional Development meetings and trainings.
- Obtain and provide information to staff and the public where judgment, knowledge and interpretation of policies and regulations, and district functions and programs are required; make decisions regarding procedural matters within the scope of responsibility.
- Compose, prepare and assemble materials such as routine correspondence and agenda items.
- Research, collect and compile statistical, financial, or other diverse and specialized information; provide data to answer specific action research questions.
- Review and check documents for completeness, accuracy and conformance with applicable rules/regulations and procedural requirements.
- Monitor budgets; initiate budget transfers; keep administrator informed of budget balances and projected needs.
- Coordinate and schedule appointments, arrange meetings and travel arrangements; oversee the Accountability Calendar as assigned.
- Perform special projects, attend meetings, and assume other responsibilities as assigned.
- Maintain office equipment in proper working condition; arrange for repairs or supplies as needed.
- Receive mail and refer matters in order of priority; screen visitors and phone calls.

KNOWLEDGE OF:

Student management systems for the manipulation of student data.
Categorical programs.
State and Federal mandated testing.
Applicable sections of State Education Code, and other applicable codes, laws, rules and regulations.
Budget preparation and maintenance procedures.
Telephone techniques and etiquette.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Statistical procedures and math analysis.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Operation of modern office equipment including computers, fax machines, duplicating machines, etc.

ABILITY TO:

Adjust quickly to frequent changes in state policy (flexibility).
Perform a variety of complex and technical clerical work involving use of independent judgment with accuracy and speed.
Write queries using the student information system to provide information on assessment results.
Detect errors in printed output and troubleshoot query problems.
Participate in budget preparation and maintenance.
Maintain records and prepare reports for district, state and federal compliance.
Oversee assigned district and school site accounts.
Plan and monitor the district-wide instructional and assessment calendar (including substitute demands).
Work independently with little or no direction.
Understand, interpret and apply programs, policies, rules, objectives and written directions.
Compose correspondence independently.
Perform duties effectively with many demands on time and constant interruptions.
Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Make arithmetic calculations quickly and accurately.
Establish and maintain cooperative, effective working relationships with diversified staff and public.
Plan and organize work effectively; meet schedules and timelines.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Lift boxes of supplies and materials weighing up to 30 pounds.

EDUCATION AND EXPERIENCE:

Graduation from high school supplemented by training in business office management and four years of increasingly responsible secretarial experience.

WORKING CONDITIONS:

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.
Hearing and speaking to exchange information in person or on the telephone.
Seeing to read, prepare and review various materials.
Lifting Heavy Boxes of Testing Materials

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