

## LOCAL DISTRICT ADMINISTRATIVE ASSISTANT

### DEFINITION

Supports a Local District Superintendent (LDS), Administrator of Operations (AOO) and/or Administrator of Instruction (AI), by providing direct assistance to an LDS, AOO and/or an AI and coordinating the Local District's resources and communication with various District departments, schools, and community.

### TYPICAL DUTIES

Supports a Local District Superintendent (LDS), Administrator of Operations (AOO) and/or Administrator of Instruction (AI) in Local District by performing a combination of the following duties:

- Assists Local District administrator in managing the various aspects of the Local District by assessing and analyzing pertinent information such as the Performance Meter, Targeted Assistance Report, the Educator Growth and Development initiative, and critical iStars entries; and creating a seamless interface between the operations, parent engagement, and instructional divisions

- Liaises with schools and offices through established crisis protocols and procedures

- Oversees the day-to-day operations of the Local District and coordinates the clerical procedures, practices, and staff

- Manages the administrator's calendars, maintains incoming e-mails, and drafts responses on behalf of the administrator

- Explains District rules, regulations, policies, procedures, and practices to school personnel and the public, often speaking on behalf of the administrator

- Composes and types drafts and a wide variety of finished documents from notes or printed materials; reviews materials for completeness, accuracy, format, and compliance with policies and procedures with minimal supervision or brief instructions.

- Creates service center newsletters, agendas, bulletins, fliers, internal and external correspondence, spreadsheets, PowerPoint presentations, and updates the service center's webpage.

- Designs and manages document retention systems.

- Organizes and conducts meetings and training sessions related to clerical policies and procedures and staff development for School Administrative Assistants or clerical personnel.

- Obtains and summarizes information as requested to facilitate the administrator's timely access to pertinent knowledge, including District policies.

- Receives and screens telephone calls and visitors and explains policies and procedures or refers them to the appropriate office or personnel.

- Compiles documents and reports for various meetings.

- Liaises with various District departments regarding housed employees.

- Filters and responds to inquiries, phone calls, and visitor requests to ensure appropriateness of the use of the administrator's schedule.

- Reviews, researches, and summarizes a variety of fiscal, statistical, budget, and administrative reports such as department payroll, time keeping reports, supply requisitions, and requests for personnel actions.

- May recognize and resolve basic problems related to computer use or programs, equipment, and basic network malfunctions.

Performs related duties as assigned.

## DISTINGUISHING CHARACTERISTICS AMONG RELATED CLASSES

Local District Administrative Assistant may support a Local District Superintendent (LDS), Administrator of Operations (AOO) and/or Administrator of Instruction (AI) by monitoring and coordinating the Local District's resources and communication with various District departments and schools and providing technical support to School Administrative Assistants.

A School Administrative Assistant provides administrative assistance to a school administrator, manages a school office, and has supervisory responsibilities for the clerical personnel and activities of a school.

An Administrative Secretary I performs a combination of secretarial and administrative duties for an individual who has jurisdiction over one or more major organizational segments of the District. In addition to being responsible for day-to-day operations of the office and coordination of all clerical procedures and practices that affect the work of that office and its subunits, an Administrative Secretary I is responsible for representing the unit and interpreting its policies to District personnel and the public.

## SUPERVISION

General supervision is received from a Local District Superintendent (LDS), Administrator of Operations (AOO) and/or Administrator of Instruction (AI). Supervision is exercised over a clerical staff. Functional supervision may be exercised over clerical policies, procedures, and practices within the district. Technical supervision may be exercised over School Administrative Assistants.

## CLASS QUALIFICATIONS

### Knowledge of:

- District data reports, incentives, and performance meter targets
- District policies and procedures for instructional, operational, and administrative programs
- District crisis protocols and procedures
- Office practices, procedures, and equipment
- District organizational structure
- Board of Education rules, policies, organization, and functions
- Basic law and rules affecting the functions of the organization
- Provisions of federal and State employment related laws, rules, regulations, policies, procedures, and collective bargaining agreements
- Budget, payroll, and personnel procedures
- Principles of supervision
- Punctuation, spelling and grammar
- Applications of a variety of office machines, such as computers and reprographic equipment

### Ability to:

- Plan and supervise the work of others engaged in clerical work
- Exercise initiative and good judgment
- Analyze written materials and oral communications
- Make sound decisions and work under pressure
- Analyze problems and proactively identify solutions
- Use computers with Microsoft operating systems and word processing, data bases, and spreadsheet software
- Prepare and edit reports, bulletins, and other material
- Communicate effectively orally and in writing
- Understand and tactfully explain a wide variety of concepts, rules, policies, and procedures effectively

Work effectively and cooperatively with all racial, ethnic, and socioeconomic groups  
Deal tactfully and effectively in telephone and personal contacts  
Access and navigate pertinent District systems  
Keep information confidential

## ENTRANCE QUALIFICATIONS

### Education:

Graduation from high school or evidence of equivalent educational proficiency.

### Experience:

Four years of administrative assistance experience and two years of supervisory experience. The supervisory experience and the administrative assistance experience may have been concurrent. Experience in an instructional or school operations environment is highly preferable.

### Special:

The ability to speak a second language may be required for some positions in this classification.

This class description is not a complete statement of essential functions, responsibilities, or requirements. Entrance requirements are representative of the minimum level of knowledge, skill, and /or abilities. To the extent permitted by law, management retains the discretion to add or change typical duties of a position at any time, as long as such addition or change is reasonably related to existing duties.

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