



## Executive Administrative Assistant - Pupil Services

**FLSA Status:**

Non-Exempt

**Education:**

High School Diploma Required

**Experience:**

Job related experience desired

**Clearances:**

Criminal Justice  
Fingerprint/Background  
Clearance

**Support Staff Salary Schedule:**

Range 21

**Reports to**

Executive Director of Pupil Services

**Terms of Employment**

260 days 8 hours per day, with benefits according to Board policy

**Purpose Statement**

The job is done for the purpose/s of providing clerical support to assigned personnel; communicating information to staff and the public; providing complete and accurate records; and providing information and/or direction as may be requested.

**Essential Job Functions**

- Operate personal computer and peripheral equipment, photocopier, 10-key calculator, and other office equipment with a high degree of skill.
- Work directly with budgets that include IDEA, Federal programs, Early Childhood and other special departmental funds.
- Update budgets monthly. Track expenditures to ensure proper coding and allocation.
- Work with the Executive Director on budget application, amendments, documentation and the final close out of budgets.
- Submit purchase orders, order supplies and testing materials as needed for the district, including maintaining inventory.
- Manage professional development requests including preparing purchase orders for registration, hotels, travels, etc.
- Manage mileage forms and time cards for department personnel.
- Serve as key support for special education process (software support, tracking caseloads, maintaining databases, assisting in tracking compliance).
- Maintain department requirements in the state's Core Data Reporting System. Update Student Information System for student tracking.
- Prepare required state and federal annual report, including Census, exit reports, nonpublic counts, etc.
- Update and file all special education material, including confidential student documents.
- Maintain records for all regular and extended school year data and scheduling.
- Represent assigned administrator in his or her absence (e.g. district staff requests for information, etc.) for the purpose of conveying and/or gathering information required for their functions.



- Maintain manual and electronic documents files and records (e.g. letters, forms, reports, etc.) for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Respond to a wide variety of inquiries from internal and external parties (e.g. staff, parents, students, public agencies, etc.) for the purpose of providing information, facilitating communication among parties and/or providing direction.
- Collaborate with other departments to ensure the smooth provision of services to students.
- Coordinate efforts to claim funds through SDAC.
- Coordinate resources and documentation for students who are homeless, homebound, in foster placement, needing translation or other departmental requirements.
- Serve as administrative support for Reading Improvement, English Learners, Special Education, Gifted, Health, School Social Work, School Counseling, Early Childhood, Reading Improvement, Section 504 programs.
- Independently or as assigned, compose confidential and general correspondence, reports, memos, forms for statistical data needed for the department.
- Have a diversity of duties and responsibilities involving knowledge and application of district policies, practices and procedures that require considerable independent judgement.
- Consistent and regular attendance is an essential function of the position.
- Maintain calm demeanor when working with stakeholders; problem solve issues to timely resolution.
- Required to use Time Clocking system for clocking in and out each day they are scheduled to work. Clocking must reflect true time worked.
- Ability to work to implement the vision and mission of the district.

## **Other Job Functions**

- Be able to understand and submit online reports to state and federal agencies.
- Have the ability to learn new systems and software.
- Assist with mail distribution as needed.
- Demonstrate professionalism and appropriate judgement in behavior, speech, dress, and appropriate professional manner for the work setting.
- Maintains strict confidentiality.
- Monitors copy machines and fax. Place service calls as needed
- Attends meetings and trainings as directed.
- Adheres to good safety practices.
- Adheres to all district rules, regulations, and policies.
- All other duties as assigned.

## **Skills, Knowledge and Abilities**

SKILLS are required to perform multiple tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: operating standard office equipment including using pertinent software applications; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; understand written procedures, write routine documents, and speak clearly; and understand complex, multi-step written and oral instructions. Specific knowledge-based competencies required to satisfactorily perform the functions of the job include: concepts of grammar and punctuation; common office machines; and office



methods and practices.

ABILITY is required to schedule activities; collate data; and use basic, job-related equipment. Flexibility is required to work with others; work with data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a wide diversity of individuals; work with a variety of data; and utilize a variety of job-related equipment. Problem solving is required to identify issues and create action plans and problem solving with equipment is limited to moderate. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating with diverse groups; maintaining confidentiality; setting priorities; working as part of a team; and working with constant interruptions.

### **Work Environment**

The usual and customary methods of performing the jobs functions require the following physical demands: occasional lifting, carrying, pushing, and/or pulling, some stooping, kneeling, crouching, and/or crawling and significant fine finger dexterity. Generally the job requires 70% sitting, 15% walking, and 15% standing. This job is performed in a generally clean and healthy environment.

### **CONDITIONS AND ENVIRONMENT:**

The environment is consistent with a typical school/office environment.