

**ALISAL UNION SCHOOL DISTRICT
PERSONNEL DIVISION
JOB DESCRIPTION**

ADMINISTRATIVE ASSISTANT II/INSTRUCTIONAL SERVICES

PRIMARY FUNCTION: Under general supervision, to serve as confidential secretary, performing a variety of clerical and Instructional Services Office duties and to do related work as required.

DIRECTLY RESPONSIBLE TO: Assistant Superintendent/Educational Services.

MAJOR DUTIES AND RESPONSIBILITIES:

Provide administrative and secretarial services to the Assistant Superintendent/Educational Services and staff; provide secretarial support to district-wide certificated staff that are involved in programs under Instructional Services Division.

Maintain files, confidential and otherwise.

Search for appropriate Education Code Sections.

Prepare, type and distribute reports, bulletins, memoranda, agenda, minutes and other documents.

Prepare letters, reports, charts, curriculum guides, handbook materials, questionnaires and other materials from rough draft, marginal notes, verbal instruction and/or dictation.

Schedule appointments for the Assistant Superintendent/Educational Services; make necessary meeting arrangements for Instructional Services Division.

Assist with and prepare state and federal reports related to curriculum.

Open, route and/or file mail for Instructional Services Division.

Operate a variety of office equipment, including calculators, dictaphone and copy machine.

Coordinate the preparation of Board agenda items for Instructional Services Division.

Assist in the preparation and monitoring of all the budgets of the Instructional Services Division.

Monitor the Board Policy development process for the Instructional Services Division.

Process monthly attendance reports for all Instructional Services employees.

Coordinate the preparation of annual school calendar.

Assist in the development of the timeline for summer school implementation.

Create instructional materials, i.e. charts, guides, from rough drafts or verbal instruction.

Prepare routine correspondence drafts for Assistant Superintendent/Educational Services.

Compose and/or translate instructional materials and written communication to parents and community.

Handle office communication systems including telephone, intercom, e-mail, fax modems and a variety of technology based communication tools.

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MINIMUM QUALIFICATIONS:

Type at a speed of 65 words per minute.

Take dictation at a speed of 80 words per minute and transcribe.

Knowledge of office methods and practices, including filing systems, receptionist and telephone techniques, letter and report writing.

Knowledge of correct English usage, spelling, grammar and punctuation.

Knowledge of data bases and graphics applications.

Ability to perform responsible clerical work with speed and accuracy.

Ability to understand and carry out oral and written directions.

Ability to deal effectively with a wide variety of personalities requiring diplomacy and poise.

Ability to use a wide variety of hardware/software programs.

THE BOARD OF EDUCATION DESIGNATES THIS POSITION AS CONFIDENTIAL.

The work year for this position is 260 days.

Adopted: 10/12/82

Revised: 9/12/89;10/4/95; 1/19/00