



Job Title: **District Administrative Assistant**

Department: **District Offices**

Supervisor: **Deputy Superintendents or Director**

Lane Placement: **ESP Lane 11**

Schedule: **8 hrs / 242 days** Evaluation Group: **JCES 10**

FLSA Classification: **Non - Exempt**

JOB DESCRIPTION

Under the supervision of the Deputy Superintendents or Director the District Secretary VI takes and transcribes dictation, screens, and telephone calls, makes travel reservations and prepares itineraries for administrator and Board members. Within direction and guidelines, incumbent acts as a resource to those requiring information regarding general District financial or educational administrative matters. Incumbent directs questions to appropriate department in the District, summarizes information received from subordinate departments and distributes the information where needed. Incumbent may have a major role in summarizing the important parts of department reports and/or typing the final District financial budget. Incumbent interacts with Board members, schedules meetings, takes minutes, and assists with budget and business operations.

ESSENTIAL FUNCTIONS

- Compiles, formalizes and distributes materials to Administrators, Directors, Consultants, Coordinators and Principals (e.g. activity calendars, financial forms).
- May have major role in organizing, typing and proofing the District financial budget.
- Assists in arranging various meetings, scheduling rooms, arranging for refreshments. Informs personnel involved of meeting time, place and agenda.
- As directed by supervisor, delegates tasks throughout the departments to support personnel.
- Other regular office tasks (e.g. filing, processing data, completing requisitions, reporting department payroll information).
- Orders departmental materials and supplies.
- Screens visitors and telephone callers, attempting to preserve their good will and save the time of the supervisor.
- Prioritizes own work.
- Predictable and reliable attendance.

During times of state or district emergency, all employees may be required to perform additional duties that are not required on a normal basis in support of educational and operational priorities. e.g. Performs general cleaning and sanitizing of work areas, provides remote assistance to students and staff, and any other reasonable duty as needed.

Business Services

- Interacts with many departments in clarification of budget requests submitted to the administration.
- Acts as an information resource for District administrators, directors, consultants, coordinators, employees, parents, Board members and public.
- Schedules Board meetings. Attends meetings and takes accurate minutes of the proceedings. Types and prepares permanent record of the minutes for Board meetings which are approved by the Board of Education.
- Follows-up on administrative matters.

- Keeps supervisor's schedule.
- May take dictation, transcribe letters and memoranda.
- May type policies for Board approval.
- May take or type minutes from high-level District meetings.
- May type financial forms, bids.
- Arranges travel reservations, itineraries, registration expenses and other details for conferences and conventions.

Special Education

- Provides overall coordination and management of district wide program.
- Coordinates some activities of secretaries in the center based schools.
- Checks, codes and routes Hire Sheets, resignations, transfers and mileage sheets for the Special Education staff.
- Calculates codes and verifies time sheets for employees.
- Reviews and verifies custom contracts for year-round employees, other employees on custom contracts and regular contracted service employees.
- Maintains and updates daily record of certified and classified employees assigned to budgets monitored by the department of Special Education.
- Responds to constituents concerns by referring to appropriate resource.
- Monitors the SCRAM on a District wide basis.
- Through a liaison with District Information Systems, assures accurate computerized records for each Special Education student.
- Assists in developing and monitoring multiple budgets.
- Acts as office liaison with other community agencies (e.g. Utah State Department of Health, Medicaid, State Office of Education, Genesis and other districts) to facilitate interagency agreements as directed. Monitors interagency agreements and contracts.
- Participates in ongoing program audit reviews conducted by individual auditors, State Office of Education and U.S. Office of Education.
- Monitors overall Medicaid account activity (e.g. reimbursements, District matching funds and expenditures).
- Transcribes dictation for letters and memoranda.
- Types policies for Board review and approval.
- Develops and types financial forms, bids and legal documents for critical hearings and mediation sessions.
- Takes and transcribes minutes for Special Education Community Committee proceedings.
- Provides services for Human Rights Committee.
- Makes travel arrangements as necessary.
- Keeps director's schedule.
- Assists in arranging meetings, scheduling rooms, arranging refreshments.
- Informs personnel involved in meeting as to time, place and agenda
- Develops agenda for weekly staff meetings.
- Catalogs, checks out and monitors materials available through the Special Education library.
- Checks out and tracks equipment assigned to and available from Special Education.
- Files legal documents, correspondence, resource documents and inserts for legal periodicals. Much of filing deal with confidential material.

NON-ESSENTIAL FUNCTIONS

- Other duties as assigned.

- This description should not be construed to contain every function/responsibility that may be required to be performed by an employee assigned to this position.
- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the education, knowledge and experience requirements; the

QUALIFICATION REQUIREMENTS

- Incumbent must be fingerprinted and clear a criminal backgrounds check.
- Requires High school diploma, GED or equivalent as reviewed by the Department of Human Resources. Verification may be requested.
- Requires one year of training in word processing, appropriate use of computer and office machines, basic bookkeeping, office procedures, and interpersonal relations.
- Requires four years job related work experience with demonstrated competence.
- Successful and relevant prior District experience is preferred.
- Requires ability to communicate clearly and precisely in a variety of significant situations (e.g. explaining policies, giving directions, coordinating).
- Requires advanced skill in working well with others. Must respond to situations that are mostly unstructured and involve people highly placed in the organization.
- Requires verified typing skill of 70 wpm.
- Requires computer skills including spreadsheets and financial software.
- Shorthand is not required, but would be helpful.
- Must have well developed skill in grammar, spelling, letter construction and general communication.
- Must have strong organizing abilities.
- Requires good interpersonal skills. Interacts with District Administrators, vendors, Board members, State Office of Education personnel, attorneys, patrons, legislators, Districtwide personnel, business services and the public.

NOTE: The Administration reserves the right to require specific training for this position. However, depending upon the type and quality of prior work experience and availability of formal training programs, some exchanges can be made between training and experience.

PHYSICAL REQUIREMENTS---Not limited to the following:

- Physical ability to perform the essential functions listed above with or without reasonable accommodation.
- Requires the ability to lift a minimum of ten (10) pounds.
- Possess the physical, mental, and emotional stability to work under stressful conditions, including but not limited to: deadlines, contract requirements, inspection requirements, and interaction with critical personnel.

Note: This list of essential and marginal functions and of physical requirements is not exhaustive and may be supplemented in accordance with the requirements of the job.

All employees are required to participate in the District evaluation process.
It is the employee's responsibility to review and adhere to all district policies and procedures.
This information may be reviewed at www.canyonsdistrict.org

ADA _____ HR _____ Effective date: 6/8/2020