

ROCKLIN UNIFIED SCHOOL DISTRICT

JOB TITLE: Administrative Assistant III, Curriculum and Instruction

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:

To assist the Deputy Superintendent of Educational Services by planning, coordinating, and participating in the support activities related to the assigned responsibilities of District administration. Employees in this classification receive limited supervision within a framework of standard policies and procedures. This job class requires initiative and exercises independent judgment in the application and follow-through of established procedures. This job class also requires extensive school, public, and organizational contact requiring the accurate interpretation of District policies, procedures, standards, and requirements. This job class may require functional and technical supervision over office staff.

SUPERVISOR: Deputy Superintendent of Educational Services

TYPICAL DUTIES:

- Processes administrative details not requiring the immediate attention of assigned administrator
- Performs varied and responsible secretarial duties to assist in the processing and completion of administrative operations
- Arranges committee and other meetings, such as District Leadership Team, preparing agendas and minutes and/or summaries of actions taken for appropriate approval and distribution
- Types a variety of correspondence, forms, and other complex material including statistical reports, etc.
- Receives a variety of documents and forms; checks for accuracy and verifies completeness and accuracy prior to processing
- Maintains a variety of specialized files for special programs, assures confidentiality of specified records
- Takes and/or transcribes dictation, as required; composes letters and memos from brief notes, oral instructions, or own knowledge of subject matter
- Maintains language census and related records and State reports
- Maintains control files on matters in progress and expedites their completion
- Coordinates, supervises, and monitors special projects, assignments, and activities as assigned
- Assists in coordinating communications within and outside the District regarding administrative and operational functions
- Collects, compiles, and digests information pertaining to specified administrative or educational activities and operational functions as assigned

- Coordinate, organize, and facilitate materials needed for staff development.
- Organize and facilitate all expulsions and follow-up.
- Arranges interviews, appointments, schedules, and itineraries and maintains detailed calendar for Assistant Superintendent and/or other District staff related to functions of assigned unit(s)
- Compiles and computes statistical data and other technical material for routine reports as required
- Prepare information and reports regarding California Safe Schools (CSSA)
- Coordinate, order, distribute, and calculate costs of SAT 9 and Multiple Measure testing and scoring for the District.
- Organize, prepare, advertise, and collect PAR teacher applications
- Organize Teacher Induction and Opening of School meetings and activities
- Compile District suspension report.
- Receives complaints and may initiate action to resolve the problem or refers to appropriate person
- Performs other related duties as required

EMPLOYMENT STANDARDS:

Knowledge of:

Proper office methods and practices, including filing systems, business correspondence, receptionist techniques, report writing, and telephone techniques

Proper English usage, grammar, spelling, vocabulary, and punctuation

Theory, principles, and practices of public education and administration, including organization, personnel, and fiscal management relevant to assigned responsibilities

Relevant State and Federal laws, regulations and procedures

Office management principles, methods, and procedures

Ability to:

Understand and carry out complex oral and written instructions independently

Learn, interpret, and successfully apply assigned unit's policies, procedures, rules, and regulations

Type accurately at a rate of 65 words a minute from clear copy

Operate standard office equipment including computer, printer, typewriter, copier, and calculator

Effectively utilize computer and computer technology for information management and data gathering

Prepare and present clear and concise reports

Plan, organize, and coordinate a variety of projects

Apply good judgment in recognizing the scope of authority as delegated

Analyze situations and make decisions on procedural matters without immediate supervision

Maintain the security and confidentiality of specified records and information

Establish and maintain a variety of record keeping and data collection systems

Prioritize and coordinate work flow and time lines so as to meet established deadlines or due dates

Communicate tactfully and effectively in both oral and written forms

Effectively utilize computer and computer technology for information management and data gathering

Collect, interpret and analyze complex technical data, as well as identify potential problems and prepare recommendations based on prudent public policy parameters

Establish and maintain effective work relationships with those contacted in the performance of required duties

EDUCATION:

Combination of education and training equivalent to two years of college

EXPERIENCE:

Three years of increasingly responsible technical administrative staff experience

SPECIAL LICENSE:

Valid California Driver's License

REQUIRED TESTING:

Must pass appropriate clerical skills test for this position with a grade of 80 percent or better.

DESCRIPTION OF PHYSICAL REQUIREMENTS:

Medical Category I:

1. Position requires normal physical strength and endurance for standing, sitting, bending, or walking.
2. Work assignments are normally located in a work environment with light physical work and requires light physical effort.
3. Lifting 25 pounds maximum or carrying any object weighing over 15 pounds.

The Rocklin Unified School District does not discriminate on the basis of color, race, religion, ancestry, national origin, age, sex, sexual orientation, gender, ethnic group identification, mental or physical disability in its educational programs, activities, or employment. All educational opportunities will be offered without regard to color, race, religion, ancestry, national origin, age,

sex, sexual orientation, gender, ethnic group identification, mental or physical disability.

No person shall be denied employment solely because of any impairment which is unrelated to the ability to engage in activities involved in the position(s) or program for which application has been made. It is the responsibility of the applicant to notify the employer of any necessary modifications to the job or work site in order to determine whether the employer can reasonably accommodate any known disability.

**The Rocklin Unified School District
Maintains a tobacco-free, drug-free environment**

Adopted: June 18, 1987
Revised: September 5, 1990
Revised: January 5, 1993
Revised: June 20, 2001
Revised: March 19, 2008