

**SAN DIEGO COUNTY OFFICE OF EDUCATION**  
**Personnel Commission**

**CLASS TITLE: SCHOOL ADMINISTRATIVE ASSISTANT II**

**DEFINITION:**

Under general supervision, to perform highly responsible administrative secretarial/clerical support services to a school administrator, support a cluster of student/instructional program sites functioning as a lead to other school office secretarial/clerical personnel, and to coordinate the day to day operations of the school administrative office.

**REPRESENTATIVE DUTIES:**

**ESSENTIAL FUNCTIONS:**

Types correspondence, forms, and reports, including letters, memoranda, instructional materials, rosters, records, briefs, orders, and statistical data such as charts, graphs, tables, and budgets; drafts and composes material for staff signature.

Assists in the preparation of the annual budget; prepares purchase requisitions, orders equipment, and other supplies.

Monitors, records, and maintains budget, account balances and expenditures; resolves invoice discrepancies, initiates, prepares, and submits budget revisions and corrections.

Receives and reviews financial reports and informs the site administrator of budget status, accounting procedures, and other matters affecting the student/instructional program's financial solvency.

Establishes and maintains office filing systems.

Processes new hire paperwork, orients staff to the SDCOE and school sites, monitors attendance for payroll purposes.

Interprets and explains student/instructional program procedures and policies to parents, students, and school districts; assists parents and students in completing intake and registration forms and reviews forms for completeness and accuracy.

Confers with the administrator and human resources department regarding staff employment, vacancies, substitute coverage, and personnel procedures.

Utilizes a variety of accounting, word-processing, graphic/presentation, and data base software applications programs.

Types, develops, and prepares a variety of correspondence, reports, memorandums, forms, evaluations, newsletters, requisitions, and purchase orders.

Enters and edits account, purchasing and student data in automated systems; generates and reviews reports; identifies and corrects discrepancies; confers with technical and programming staff regarding system modifications and information needs.

Receives, opens and distributes incoming mail; initiates and/or transmits inter-office memorandums and notices.

Makes appropriate referrals.

Answers, screens, and routes telephone calls; answers routine correspondence; coordinates and arranges meeting; maintains schedules and appointment calendars.

Schedules meetings, notifies participants of meeting dates; attends meeting and takes minutes necessary.

Assists in arranging and coordinating school and/or student/instructional program activities and facility usage.

Receives, processes, facilitates, and disseminates student/instructional program information between the school office, school districts, public, and community agencies, parents, staff, and students; maintains the confidentiality of sensitive information; ensures timely responses as necessary.

Provides training, guidance and assistance to other school site personnel; serves as a resource regarding applicable rules, regulations, policies and procedures.

Leads the work of clerical staff; orders and maintains stocks of supplies, assists with the maintenance of student record systems including attendance, grades, enrollment, and testing schedules and results.

May represent the County Office of Education and the student/instructional program, and/or site on various committees; participates in the development of school site improvement plans.

#### **NON-ESSENTIAL FUNCTIONS:**

Performs related duties as required.

#### **DISTINGUISHING CHARACTERISTICS:**

This classification is distinguished from the lower classifications of School Administrative Assistant I and School Office Assistant in that the responsibilities of this classification are of a higher and substantial nature involving discretion and selectivity in determining alternatives from among a large number of procedural and substantive guides. The positions are further distinguished by the requirement to understand and apply a body of knowledge of a student/instructional program area which directly relates to the work performed.

#### **EDUCATION AND EXPERIENCE:**

Four years of progressively responsible office/secretarial experience performing the typical tasks described above. In addition, formal training in secretarial procedures and skills is highly desirable.

#### **KNOWLEDGE AND ABILITIES:**

##### **KNOWLEDGE OF:**

Effective office principles, procedures, and practices including indexing, filing systems and maintenance, telephone techniques, and report writing.

Correct English usage, grammar, punctuation, vocabulary, and spelling.

Principles of leadership, supervision, training, and customer service.

Basic financial record-keeping, budgeting, accounting, and mathematics.

Computer office software application programs utilized for accounting, word-processing, and data base system purposes.

Applicable state and federal laws, rules, and regulations.

Student/instructional program practices and methods preferred.

**ABILITY TO:**

Follow and understand oral and written instructions without immediate supervision.

Interpret and apply applicable state and federal laws, rules, regulations, procedures, and policies.

Use discretion in organizing activities and setting priorities to meet established deadlines.

Establish and maintain a variety for filing systems for students, staff, and the assigned student/instructional program.

Perform a variety of administrative secretarial/clerical support work with speed and accuracy.

Type and prepare a variety of correspondence, memorandums, forms, and concise reports.

Analyze information and materials and formulate conclusions.

Operate a variety of office equipment including, but not limited to, a personal computer, copy machine, fax machine, calculator, and other peripheral equipment.

Use a variety of financial and student on-line systems and software application programs.

Type at a corrected speed of 50 words per minute.

Serve as a lead and resource to other school office secretarial/clerical personnel.

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

**MAY REQUIRE:**

Bilingual/biliterate skills in a specified language as designated by the County Office of Education.

Possession of a valid California Driver's License.

**WORKING CONDITIONS & PHYSICAL ABILITIES:**

Duties are typically performed in an office environment.

Incumbents will work indoors in an office environment and will be required to be in direct contact with a variety of individuals including, but not limited to, County Office of Education staff, school district staff, parents, special needs students, students in community schools and in court supervised institutions and adult students. Incumbents will be required to drive from the assigned work location to the central county office and to other cluster sites/classrooms as needed.

Incumbents regularly stand and sit for extended periods of time, walk short distances on a regular basis; dexterity of hands and fingers to operate computer keyboard and other office equipment; kneeling, bending at the waist, and reaching overhead, above the shoulders and horizontally, to retrieve and store files and supplies; seeing to read fine print; hearing and understanding voices over the telephone and in person; moving and transporting office materials, and lifting light objects less than 25lbs.

Established: 3/2013

Approved by the Personnel Commission: March 20, 2013