

Location:	Metropolitan Education District (MetroED) 760 Hillsdale Avenue, San Jose CA 95136
Reports To:	Director or Principal
Classification:	Classified; CSEA bargaining Unit
Date Approved:	06/22/2005
Dates Revised:	10/27/2015, 8/17/2016
Position Control:	#142220, 142221, Salary Schedule 2, Range 28 , 12 Month Work Year

POSITION DESCRIPTION:

Under minimal supervision of a Principal/Director, serves as the key administrative coordinator for multiple programs and/or sites. Assists in the attainment of Metropolitan Education District and Program goals.

During the regular course of work may have access to or gain information regarding privileged information. Privileged information may include student and/or parent information as well as information regarding fellow employees. It is expected that this position will not release any privileged information about students, staff or any topic properly confined to a closed session of the Board.

AREAS OF RESPONSIBILITIES/DUTIES:

Essential Functions:

- Performs a variety of complex duties that involve independent judgment and a thorough knowledge of MetroED and Program functions, policies and procedures
- Responsible for coordinating office operations at multiple sites including office staff, office procedures, staff training and event planning
- Anticipates, identifies and analyzes problems that arise and takes corrective action
- Assists the Principal/Director in the implementation of strategic plan activities; provides administrative support to the Principal/Director and “office managers”
- Assumes responsibility to coordinate with all program department and site leadership and facilitates as needed for office staff and project coordination
- Serves as a resource for “office managers”
- Standardizes office procedures for all program sites
- Coordinates and schedules implementation of program activities and upcoming deadlines
- Assists in the development and monitoring of all budgets including grants and ADA and all program purchasing
- Responsible for all program contracts including administrative and employment contracts for all classified and certificated personnel, processes personnel related documents.
- Works with as community liaison
- Accountable for completion of program course approval process
- Assists in the development of program schedule; coordinates teachers’ assignment letters

AREAS OF RESPONSIBILITIES/DUTIES (continued):

Essential Functions:

- Responsible for forms revision and maintenance of program documents, legal compliance and confidentiality
- Composes letters independently or from oral instruction
- Maintains sensitive correspondence; researches, compiles, and assembles program data and prepares written and statistical reports
- Prepares Governing Board agenda items and other meeting agendas
- Schedules appointments and meetings
- May represent administration as needed at meetings
- Performs other Executive Assistant duties as assigned

EMPLOYMENT STANDARDS:

Knowledge of:

- Organizational operations, policies and objectives
- Applicable laws, code, regulations, policies and procedures
- Modern office practices, procedures and equipment including recordkeeping techniques
- Correct English usage, grammar spelling, punctuation and vocabulary
- Oral and written communication skills
- Interpersonal skills using tact, patience and courtesy
- Budgeting practices regarding monitoring and control
- Method of collecting and organizing data and information
- Business letter and report writing, editing and proofreading
- Operation of a computer and assigned software

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties
- Interpret, apply and explain laws, codes, rules regulations, policies and procedures
- Plan, coordinate and organize office activities, public relations, flow of communication and work
- Organize complex material and summarize discussions and actions taken in report form
- Effectively communicate with students, parents, school personnel, and members of local and state agencies and of the business community
- Ability to establish and maintain effective relationships with staff, teachers, office, school district personnel, business community, and other related individuals
- Assure efficient and timely completion of office and program projects and activities
- Analyze situations accurately and adopt an effective course of action
- Problem solving with data and equipment
- Compose effective correspondence independently
- Maintain a variety of complex and confidential files and records
- Work independently and confidentially with little direction
- Meet schedules and time lines
- Operate a variety of office equipment including a computer and assigned software

MINIMUM QUALIFICATIONS:

Specific knowledge required to satisfactorily perform the functions of the job include:

Education

- Any combination equivalent to: graduation from high school supplemented by college-level course work in secretarial science or related field

Experience:

- Seven (7) years of broad and increasingly responsible experience in secretarial and administrative work, preferably in Adult and Vocational Education school setting

License:

Must possess a valid California Driver's License and/or be able to provide own transportation in conduct of work assignments.

Expectations:

The District places high value on employees that are enthusiastic, cooperative, resourceful and knowledgeable, possess and display a strong work ethic and a customer-service and positive attitude. Employees are expected to understand and support the District's mission statement, strategic directions, policies and goals.

PHYSICAL REQUIREMENTS:

Incorporated within one or more of the essential functions of this job are the following essential physical requirements

- Incumbents regularly stand and sit for long periods of time
- Walk short distances on a regular basis
- Use hands and fingers to operate a computer keyboard or other office and technical equipment
- Reach with hands and arms, bend, twist, stoop, kneel, or crouch; speak clearly and distinctly over telephones and to provide information
- See to observe students and to read fine print and operate computer; hear and understand voice over telephone and in person
- Lift materials weighing up to 10 pounds and move and transport materials weighing up to 20 pounds

Date: _____

Signed: _____

Employee Signature