

**METROPOLITAN EDUCATION DISTRICT**  
**Senior Administrative Assistant**



<b>Location:</b>	<b>Metropolitan Education District (MetroED)</b> <b>760 Hillsdale Avenue, San Jose CA 95136</b>
<b>Reports To:</b>	<b>Principal</b>
<b>Classification:</b>	<b>Classified Employee, CSEA</b>
<b>Date Approved:</b>	<b>6/14/2014</b>
<b>Dates Revised:</b>	<b>6/14/2014, 8/17/2016</b>
<b>Position Control:</b>	<b>#142246, Salary Schedule 2, Range 25, 12 Month Work Year</b>

**POSITION DESCRIPTION:**

Under minimal supervision of designated administrator or senior administrator, provides a wide variety of complex and confidential administrative support; may coordinate the work of other clerical staff and performs related work as required.

**AREAS OF RESPONSIBILITIES/DUTIES:**

**Essential Functions:**

- Performs a variety of complex duties for District administration which requires exercising independent judgment to anticipate, plan and accomplish goals
- Must possess a thorough knowledge of District policies, rules and regulations pertinent to the department operation and the application of this knowledge in answering questions directed to the principal
- May be responsible for developing and maintaining policies and procedures, including ensuring adherence to policies and procedures by office support staff in the completion of duties
- Independently distributes and oversees office activities to achieve productivity; coordinates procedures with other offices/departments;
- Types computer input for the course structure and changes
- Types and maintains master copy of division schedule and teacher assignment letters for each fiscal year; prepares personnel requests, schedules interview appointments; coordinates preparation of Worker's Compensation forms;
- Makes meeting arrangements, takes minutes at meetings, maintains correspondence and other files and records, compiles and prepares reports
- Assists with event organization
- Format presentations, reports and brochures
- Develop forms and form letters
- Prepare contracts for hourly administrators and others
- Make travel arrangements
- Assists administrator in monitoring budget
- Orders supplies needed for office operation and teachers
- Interfaces with purchasing department regarding packing slips and invoices for materials received
- Maintains and balances petty cash fund
- Orders repairs for equipment, maintains property and key inventories

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**AREAS OF RESPONSIBILITIES/DUTIES (continued):**

**Essential Functions:**

- Develops office procedures
- Processes absence reports for administrators
- A wide degree of flexibility and creativity are expected in performing job functions and perform other secretarial duties as assigned
- May monitor division enrollments, teacher assignment load and division course data bases; process absence and substitute reports
- Prepare counselor and classified timesheets and absence reports
- Coordinates calling for substitute teachers

**EMPLOYMENT STANDARDS**

**Knowledge of:**

- Current office procedures and practices
- Correct English usage, spelling, grammar and punctuation
- District policies, procedures, rules and regulations
- Basic methods of financial record keeping
- Report generation and presentation production
- Current computer applications

**Ability to:**

- Interpret and apply District rules and policies with good judgment
- Operate current office equipment including calculator and computer
- Apply Intermediate level skills in computer applications including, Word, Excel, PowerPoint, and other relevant programs
- Analyze situations and adopt an effective course of action
- Produce reports and presentations
- Work with and maintain sensitive student and staff data
- Deal effectively with a diverse group of internal and external customers with diplomacy, friendliness, poise and firmness if required
- Deal effectively with a wide variety of issues with flexibility and composure;
- Keyboard at 55 wpm
- Take and transcribe meeting notes
- Coordinate and prioritize office activities to achieve productivity
- Provide assistance and instruction to other staff members

**MINIMUM QUALIFICATIONS:**

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

**Experience:**

Five (5) years in increasingly responsible and varied secretarial or clerical work, preferably in school districts

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**MINIMUM QUALIFICATIONS (continued):**

**Education and Credentials:**

High school diploma or equivalent

**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 a 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, strategic objectives, 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