**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

<table>
<thead>
<tr>
<th>TITLE:</th>
<th>SANDAPP Administrative Aide</th>
<th>REPORTS TO:</th>
<th>Assigned Manager</th>
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<tr>
<td>DEPARTMENT:</td>
<td>SANDAPP</td>
<td>CLASSIFICATION:</td>
<td>Classified</td>
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<tr>
<td>FLSA:</td>
<td>Non-Exempt</td>
<td>SALARY GRADE:</td>
<td>042 OTBS</td>
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<td>EFFECTIVE:</td>
<td>July 1, 2016</td>
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**BASIC FUNCTION:**
Assist a manager by performing delegated administrative duties and accomplishing assigned projects unique to the San Diego Adolescent Pregnancy and Parenting Program (SANDAPP) supporting youth and families; coordinate school site/department functions; train and direct the work of assigned staff.

**REPRESENTATIVE DUTIES:** (Incumbents may perform any combination of the essential functions shown below. Duties may vary from site to site. This position description is not intended to be an exhaustive list of all duties, knowledge, or abilities associated with this classification, but is intended to accurately reflect the principal job elements.)

**E = Essential Functions**

Coordinate quality assurance functions for the SANDAPP Program relative to funding sources and contracts including Cal Learn, AFLP, and/or other awarded contracts. **E**

Assist with the assignment of client cases and monitor case workers’ work including the maintenance of required documentation and timelines; provide consultation to staff. **E**

Conduct internal audits based on contractual requirements and applicable district, county and state policies and procedures; review client case files and monitor databases and other electronic tracking systems; research and analyze and compile data to ensure contract compliance and quality assurance. **E**

Assist with administrative detail; perform research, compile data, and prepare technical and/or statistical reports. **E**

Communicate the results of audit findings and maintenance of documentation as related to compliance of internal and contractual requirement standards to supervisor and/or staff. **E**

Confer with contractor representatives and supervisor regarding compliance provisions; participate in the development of plans of correction to eliminate and/or minimize audit findings; assist with the upload and monitoring of correction action plans in addition to other QA action items in designated electronic systems. **E**

Maintain auditable records and provide necessary documentation to contractor representatives; review and interpret various computer related reports and submit necessary revisions. **E**

Act as office manager; coordinate office functions and train and direct the work of case workers, students and others to assist the supervisor. **E**
Prepare, disseminate, or supervise the preparation of correspondence, bulletins, manuals, and handbooks; research and create special analytical or financial reports and recommendations.  E

Participate in the preparation, administration, and control of special projects and activities.  E

Design, develop, and maintain confidential and specialized databases and spreadsheets; maintain complex and auditable recordkeeping systems.  E

Attend contractor and District trainings and meetings and serve as a representative of SANDAPP regarding contractual provisions and services documentation standards.  E

Assist in the preparation of budgets and budget documents; maintain budgetary control of funds.  E

Arrange for the acquisition of supplies, equipment, and services for program activities and workshops.  E

Explain policies and procedures to staff, students, parents, community and outside agencies and the general public.  E

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**
Any combination of training, experience, and/or education equivalent to three years of diversified administrative experience and one year of quality assurance/contract compliance experience in a social services setting is required.

**LICENSES AND OTHER REQUIREMENTS:**
Possession of a valid California driver’s license and availability of private transportation may be required for some positions in this job class (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**
Educational, health and advocacy needs of pregnant and parenting youth and their families.
Modern office procedures and methods and the use of standard office machines, equipment and the use of a computer.
Principles and techniques of quality assurance and internal audit processes.
Community resources and networking.
Principles of client privacy and confidentiality.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Reading and writing English communication skills.
Various and related software applications including Microsoft Excel, Word, and PowerPoint.

**ABILITY TO:**
Conduct internal auditing processes.
Organize and analyze data; maintain records.
Develop and maintain specialized and confidential recordkeeping systems.
Communicate effectively orally and in writing.
Prepare correspondence, technical/statistical reports, and financial statements.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work to meet schedules and time lines.
Establish and maintain effective working relationships with all levels of staff, students, and the public.
Operate standard office equipment, including computers and related software applications.
Rapidly learn, apply, and explain pertinent rules, regulations, policies, and procedures. Train and direct the work of others.

WORKING CONDITIONS:

ENVIRONMENT:
Indoor, office setting.

PHYSICAL REQUIREMENTS:
Hearing and speaking to exchange information; seeing to read, prepare, and proofread documents; sitting for extended periods of time; dexterity of hands and fingers to operate a 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; lifting light objects.

DISTINGUISHING CHARACTERISTICS:
The job class of SANDAPP Administrative Aide is unique to the SANDAPP Program Office where it is exclusively staffed. The focus of the position is on contract compliance and quality assurance activities for social services provided to clients. It differs from the general Administrative Aide job class where the latter can be staffed at school sites and central offices throughout the district to provide general administrative-clerical support duties to a department manager.

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JB