

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Administrative Aide – Indian Education	<b>REPORTS TO:</b>	Assigned Manager
<b>DEPARTMENT:</b>	Parent Outreach and Engagement	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Non-Exempt	<b>SALARY GRADE:</b>	042 OTBS
<b>ISSUED:</b>	December 13, 2011		

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**BASIC FUNCTION:**

Assist a manager by performing delegated administrative duties and accomplishing assigned projects related to the Indian Education Program for American Indian students and families; coordinate functions of assigned committees, academic needs, cultural events and workshops; 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**

Perform delegated administrative duties and accomplish assigned projects related to the Indian Education Program. **E**

Participate in the preparation, administration, and control of special projects activities related to the unique educational and cultural needs of American Indian students and families. **E**

Coordinate functions for the Indian Education Program including the Indian Education Parent Advisory Committee (PAC), educational and cultural events, and workshops. **E**

Serve as a resource to the American Indian students, parents, communities, and various agencies and colleges to provide tutorial services and leadership training for students enrolled in the Indian Education Program. **E**

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

Prepare or supervise the preparation of correspondence, bulletins, manuals, handbooks, and newsletters relating to the Indian Education program. **E**

Represent the Indian Education Program at meetings and serve on committees. **E**

Act as office manager; train and direct the work of assigned staff, students, volunteers and other community members involved in non-instructional activities. **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 various program activities and workshops. **E**

Design, develop, and maintain specialized database(s); maintain complex recordkeeping systems. **E**

Explain policies and procedures to staff, students, parents, communities, agencies, and the public. **E**

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

A combination of training, experience, and/or education equivalent to four years of diversified administrative experience, including two years of paid work experience with children, families, community groups and public agencies representing various tribes within the American Indian community.

**LICENSES AND OTHER REQUIREMENTS:**

Possession of a valid California driver's license and availability of private transportation (mileage expense allowance provided).

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Customs and traditions of different local tribes within the American Indian community.

Unique educational and culturally related academic needs of the American Indian students and their families.

Various software applications, including Microsoft Excel, Word, and PowerPoint.

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

**ABILITY TO:**

Organize and analyze data; maintain records.

Develop and maintain recordkeeping systems.

Communicate effectively orally and in writing.

Plan and organize work to meet schedules and time lines.

Prepare correspondence, technical/statistical reports, and financial statements.

Establish and maintain effective working relationships with all levels of staff, students, and the public.

Operate standard office equipment, including microcomputers and related software applications.

Read, apply, and explain rules, regulations, policies, and procedures.

Train and direct the work of others

Learn pertinent district policies and procedures rapidly.

**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.

Job Code 6501

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