

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

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| TITLE: | Administrative Aide | REPORTS TO: | Assigned Manager |
| DEPARTMENT: | Various school sites/departments | CLASSIFICATION: | Classified |
| FLSA: | Non-Exempt | SALARY GRADE: | 042 OTBS |
| REVISED: | March 15, 2004 | | |

BASIC FUNCTION:

Assist a manager by performing delegated administrative duties and accomplishing assigned projects; 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

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

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

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

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

Act as office manager; train and direct the work of assigned staff, pupils, and others involved in non-instructional activities. **E**

Coordinate school site/department functions and serve as a resource to district staff and community members. **E**

Represent the school site/department at meetings and serve on committees. **E**

Arrange for the acquisition of supplies, equipment, and services. **E**

Prepare or supervise the preparation of correspondence, bulletins, manuals, handbooks, and newsletters. **E**

Explain policies and procedures to staff, pupils, and the public. **E**

Perform related duties as assigned.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to four years of diversified administrative experience, including research and preparation of technical reports.

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:

Modern office procedures and methods and the use of standard office machines and equipment.

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 or school campus 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.

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Job Code 6510

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