

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Assistant to the Board of Education I	REPORTS TO:	Administrative Coordinator to the Board of Education
DEPARTMENT:	Office of the Board of Education	CLASSIFICATION:	Classified
FLSA:	Non-Exempt	SALARY GRADE:	024 Confidential
ISSUED:	December 11, 2001		

BASIC FUNCTION:

Perform high level and specialized secretarial duties in the Office of the Board of Education.

REPRESENTATIVE DUTIES: (Incumbents may perform any combination of the essential functions shown below. 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

Respond to in-person and telephone contacts by parents, members of the public, teachers and other district staff by answering questions or referring them to a district department. **E**

Contact other District staff regarding the status of various items of Board business. **E**

Exercise judgement, tact, and discretion in carrying out office operation. **E**

Complete a wide variety of special typing, travel scheduling and other secretarial related projects for members of the Board of Education frequently under time pressure. **E**

Provide secretarial services pertaining to the district's negotiations with designated exclusive representatives. **E**

Maintain office files. **E**

Sort, distribute, and respond to Office mail in accordance with Office procedures. **E**

Operate a personal computer and other standard office machines. **E**

Perform other duties reasonably related to the job class.

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination of training, experience, and/or education equivalent to three years of progressively responsible full-time, paid, secretarial experience in a school district environment within the last ten years, with current status and satisfactory service in a secretarial job class at the level of Secretary II or above. Advanced secretarial or business courses are desired.

LICENSES AND OTHER REQUIREMENTS:

Typing/keyboarding certificate for a net, corrected speed of 50 words per minute.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

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

Oral and written communication skills.

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

ABILITY TO:

Compose routine and specialized correspondence and reports, using proper grammar, spelling, punctuation, and vocabulary with superior proficiency.

Operate standard office equipment including microcomputers and related software applications.

Perform arithmetic computation.

Exercise diplomacy, tact, and independent judgment.

Communicate effectively orally and in writing to a diverse audience.

Plan and organize work.

Meet schedules and time lines.

Maintain records and prepare reports.

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

DISTINGUISHING CHARACTERISTICS:

This job class is distinguished from the higher level of Assistant to the Board of Education II in that the incumbent is more closely supervised by the Administrative Coordinator to the Board, and the range of independent authority is more limited than that of the Assistant to the Board of Education II.

ENVIRONMENT:

Indoor office setting.

PHYSICAL REQUIREMENTS:

Hearing and speaking to exchange information in person and on the telephone; 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.