

**SAN DIEGO UNIFIED SCHOOL DISTRICT**

**POSITION DESCRIPTION**

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<b>TITLE:</b>	Confidential Administrative Assistant I	<b>REPORTS TO:</b>	Assigned Supervisor
<b>DEPARTMENT:</b>	Various school sites and departments	<b>CLASSIFICATION:</b>	Classified
<b>FLSA:</b>	Exempt	<b>SALARY GRADE:</b>	030 Confidential
<b>REVISED:</b>	July 1, 2002		

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**BASIC FUNCTION:**

Relieve the workload of a manager by performing responsible administrative and staff duties; 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. **E**

Make studies, prepare reports, and act as a resource to community groups. **E**

Assist in the development, evaluation, implementation, revision, and interpretation of policies, programs, and procedures. **E**

Represent the school at meetings of community organizations. **E**

Supervise the preparation of manuals, handbooks and newsletters. **E**

Draft correspondence and writes or screens information for the news media. **E**

Provide assistance to principal regarding negotiations matters when principals sits at table or on one or more Contract Administration Committees. **E**

Coordinate departmental or school activities including inservice training programs and business arrangements for student body activities. **E**

Participate in the selection, training, and general supervision of students and others involved in non-instructional activities. **E**

Schedule school facilities for non-instructional uses. **E**

Train and directs the work of assigned staff. **E**

May participate in the preparation, administration, and control of special projects activities.

May coordinate community orientation activities, the assignment of student lockers, student and faculty parking, and arrangements for graduation exercises.

Perform related duties as assigned.

**MINIMUM QUALIFICATIONS:**

**EDUCATION AND EXPERIENCE:**

Any combination of training, experience, and/or education equivalent to graduation from a recognized four-year college or university with a degree in business or public administration or other appropriate field, and one year of recent, related experience of acceptable level and quality.

**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:**

Modern office procedures and methods.  
Reading and writing English communication skills.

**ABILITY TO:**

Prepare reports, correspondence, statistical analyses, and financial statements.  
Operate standard office equipment including microcomputers and related software applications.  
Establish and maintain effective working relationships with others.  
Plan and organize work.  
Meet schedules and time lines.  
Maintain records and prepare reports.  
Read, interpret, apply, and explain rules, regulations, policies, and procedures.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Indoor, office environment

**PHYSICAL REQUIREMENTS:**

Hearing and speaking to exchange information; seeing to perform assigned duties; 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.

NOTE: This job class has been designated "Confidential" by the Board of Education in accordance with the Rodda Act.