

SAN DIEGO UNIFIED SCHOOL DISTRICT

POSITION DESCRIPTION

TITLE:	Supervising Administrative Assistant I	REPORTS TO:	Assigned Manager
DEPARTMENT:	Various sites/locations	CLASSIFICATION:	Classified
FLSA:	Exempt	SALARY GRADE:	036 AASD Supervisors'
REVISED:	September 11, 2001		

BASIC FUNCTION:

Relieve the work load of a manager by performing responsible administrative and staff duties; supervise assigned staff.

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

Assist with administrative detail; prepare reports; act as resource to district staff and community members. **E**

Conduct and coordinate management, office systems, statistical, analytical and other studies. **E**

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

Train, supervise, and evaluate the work of assigned staff; act as office manager. **E**

Represent the organizational unit or school at conferences and meetings. **E**

Prepare or supervise the preparation of manuals, handbooks, and newsletters; draft correspondence and write or screen information for the news media. **E**

Participate in the preparation, administration, and control of special projects activities. **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 pupils and others involved in noninstructional activities. **E**

Explain district or departmental policies and procedures to parents, community, and staff. **E**

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 and one year of recent, related experience.

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.

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

ABILITY TO:

Communicate effectively orally and in writing.

Meet schedules and time lines.

Prepare reports, correspondence, statistical analyses, and financial statements.

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

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

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

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.

Revised 3.30.04—PeopleSoft

Job Code 6520

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