

**CARMEL UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION - CLASSIFIED**

POSITION: ADMINISTRATIVE ASSISTANT II – CURRICULUM AND INSTRUCTION

RANGE: 20

A. PRIMARY FUNCTION

Under the supervision of the Chief Academic Officer to perform a variety of diverse and complex secretarial, administrative, and support functions within the curriculum and instruction department; and to do related work as assigned.

B. ESSENTIAL FUNCTIONS/EXAMPLES OF DUTIES

Duties may include, but are not limited to the following:

GENERAL ADMINISTRATIVE DUTIES

1. Serve as an administrative assistant to the Chief Academic Officer
2. Perform a variety of clerical and technical administrative tasks and serve as liaison with other district staff and the public
3. Coordinate the preparation of Board of Education agenda items for the curriculum and instruction department; Review agenda items for compliance with legal requirements and inclusion of necessary exhibits and backup materials
4. Compose and type routine memoranda and correspondences from verbal or written instructions which may deal with material of a privileged or sensitive nature
5. Attend meetings and conferences as requested and take and transcribe notes into summary format
6. Review and check documents for completeness, accuracy, and conformance with applicable rules, regulations, and procedural requirements
7. Coordinate translation of the department's documents with district's translation service provider.
8. Maintain files, office supplies, and sees to other clerical needs of the office
9. Coordinate and manage projects as assigned
10. Receive incoming phone calls and provide information regarding the District, its programs and policies, to arrange appointments for staff members, and to respond tactfully and appropriately to difficult calls
11. Coordinate and schedule appointments, arrange meetings, and make travel arrangements
12. Make phone calls to vendors, as well as parents, other staff member, etc. to convey requests, follow-up on various items, and ensure proper coordination to enable deadlines to be met
13. Use software and websites relevant to the position including those related to state reporting requirements, state testing, and other proprietary sites and software solutions

CURRICULUM AND INSTRUCTION DEPARTMENT DUTIES

Support District Professional Learning Activities

- 1) Plan and coordinate registration processes for district staff development events
- 2) Organize conference registration, travel, and reimbursement processes for district staff
- 3) Assist in the creation or procurement of materials and resources for professional learning activities
- 4) Organize and communicate district summer professional learning offerings
- 5) Process extra work stipends and payroll
- 6) Coordinate substitute coverage for C&I school business with site support staff and teachers

Support access to sufficient instructional materials

- 1) Assist in the development and monitoring of annual budgets for adopted and supplementary instructional materials, including online licenses
- 2) Provide organizational and clerical support for District pilot and adoption processes
- 3) Interact by phone, email and in-person with publishers/vendors regarding pricing quotes for materials and services
- 4) Purchase, receive, and distribute adopted and supplemental materials

Grants Management & Budgetary Activities

- 1) Assist in the development, monitoring and compliance associated with federal, local, and competitive grants assigned to the C&I department
- 2) Assist in the development and monitoring of the C&I budget using the district budget management software
- 3) Collaborate with the CUSD Business Office to ensure compliance and accuracy

Support Instructional Improvement Processes

1. Provide support for the planning, development, and communication of state and other accountability measures such as the LCAP, district goals, site Single Plans for Student Achievement, SARCs, and Consolidated Plan.
2. Manage, research, analyze and create reports and information related to survey, achievement, or other data

Publication and Communication Activities

1. Develop and maintain a robust C&I Website
2. Develop and maintain current handbooks and other publications for parents, students, and staff
3. Assist with the development of presentations and reports for Board, community, and other stakeholders

C. QUALIFICATIONS

1. Knowledge of:
 - a. Time management/organizational techniques
 - b. School district organization, functions, policies, rules and regulations
 - c. Methods and techniques for effective and efficient project management
 - d. Data management, storage, and retrieval systems
 - e. Data management software used to analyze student achievement
 - f. Intermediate to advanced skill with word processing, spreadsheets, and databases
 - g. Use of the internet, file transfers, downloading and uploading data from websites
 - h. Intermediate skill with student information systems
 - i. Modern office methods, practices and procedures, including filing systems, receptionist and telephone techniques, business forms, letter and report writing, proofreading, and office equipment operation
 - j. Correct English usage, grammar, spelling, punctuation, vocabulary, and the ability to effectively proofread complex documents

2. Ability to:
 - a. Perform responsible organizational tasks requiring independent judgment without immediate supervision
 - b. Explain and apply school and district policies, laws, rules and regulations
 - c. Meet the public tactfully and courteously; answer questions in person and over the telephone
 - d. Take responsibility for the compilation and organization of reports and memoranda
 - e. Prepare and maintain accurate and complete records and reports, some of which may be confidential in nature
 - f. Assume responsibility for and use good judgment in recognizing the scope of authority delegated
 - g. Use a computer to perform complex clerical, administrative, and technical tasks and to maintain records
 - h. Deal effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise, and firmness
 - i. Establish and maintain cooperative relationships with those contacted during the performance of required duties, including students, school personnel, colleagues, vendors, and the community
 - j. Analyze situations and adopt an effective course of action
 - k. Follow oral and written instructions
 - l. Make mathematical calculations with speed and accuracy.
 - m. Type quickly and accurately from ordinary manuscript or from printed or typewritten material
 - n. Compose correspondence independently
 - q. Operate modern office equipment required to perform job efficiently and effectively in a safe manner
 - r. Use correct English, spelling, grammar and punctuation

D. PHYSICAL REQUIREMENTS

Incorporated within one or more of the essential functions of this position are the following essential physical requirements:

1. Ability to see for purposes of reading instructions, labels and other printed matter and for the safe operation of equipment
2. Ability to hear and understand speech at normal levels in person and/or on the telephone
3. Ability to communicate so others will be able to clearly understand a normal conversation in person and/or on the telephone
4. Ability to operate computer, calculator, copy machine, telephone and other office equipment with dexterity and in a safe and efficient manner
5. Ability to routinely lift/carry office supplies and printed materials weighing up to 25 pounds, and occasionally up to 50 pounds with assistance
6. Physical mobility sufficient to move about the work environment (office, district, between school sites) for sustained periods of time on hard flooring, stairs, ramps, and to respond to emergency situations
7. Physical agility sufficient to sit, stand, kneel, walk, push/pull, squat, twist, bend, stoop, and to reach in all directions including overhead

E. WORKING CONDITIONS

Office working environment subject to sitting at a desk for long periods of time, bending, crouching or kneeling to access files from ground level to 4.5 feet above the ground, pushing/ pulling of file drawers, reaching in all directions and working at a computer and/or telephone for prolonged periods of time

Adopted: May 23, 2018