

**CHICO UNIFIED SCHOOL DISTRICT
EDUCATIONAL SERVICES ASSISTANT**

DEFINITION

Under the direction of the Assistant Superintendent of Educational Services, plans and performs a variety of highly complex, skilled and responsible administrative, secretarial and clerical support. This position is distinguished by the high degree of initiative, independent judgment in the application of established educational services policies and procedures including legal statutes, administrative regulations and bargaining unit agreements. The position requires confidentiality in the handling of written and oral assignments and the ability to multitask with strict timelines.

SUPERVISION EXERCISED

May exercise technical and functional supervision over lower level staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- Acts as an information source or liaison regarding policies, procedures, and operations of assigned administrative support functions.
- Conducts initial conversations or interviews in person or on the telephone with the public, employees, parents, students, vendors, and outside agencies and answers questions, interprets policies, resolves issues/problems/complaints.
- Exercises discretion and independent judgment in resolving problems. If needed, refers unexpected problems to the appropriate staff member.
- Responsible for all Public Record requests coordinating, responding and documenting.
- Makes decisions based on established policies and procedures.
- Provides administrative support and direction to program directors/managers/supervisors and provides guidance and assistance to other clerical duties assigned to the Department.
- Researches Ed Code, California Code of Regulations, School Board Policies, Administrative Regulations and other regulatory agencies' mandates and requirements relating to assigned areas of responsibility and recaps information, determines relevance to the program and/or makes recommendations to the administrator.
- Writes, edits, proofs and publishes policies, procedures, directives, reports, manuals, brochures, bulletins, memos, letters, and other forms of communication for the administrator.
- Routinely prepares and types correspondence, requisitions, reports, School Board agenda items, resolutions, contracts, applications, forms, manuals, and other related documents and information.
- Schedules meetings, conferences, travel, and appointments.
- Prepares agendas, organizes, schedules, and attends meetings, takes notes and prepares official minutes and/or summaries, and distributes as required.
- Assists in the preparation, organization and oversight of the department's budget. Acts as a liaison to Business Services Department.
- Compiles data from a variety of sources and prepares reports, summaries, charts, and timesheets, and distributes or forwards to the appropriate person for processing.
- Keeps special confidential correspondence and complex files and records, maintains control files on matters in progress, and expedites completion.
- Coordinates staff training, works with employees to correct deficiencies.

- Plans, coordinates and reviews the work plan for assigned staff, meets with staff to identify and resolve problems, assign work activities and projects, monitors work flow, and reviews work products, methods and procedures.
- Routinely designs, organizes and leads district wide meetings.
- Monitors and adjusts intra and inter-district enrollments.
- Monitors Central Attendance Office compliance.
- Researches, compiles, and analyzes data and statistics using current technology tools for negotiations, salary projections, budget, and other employment areas; calculates costs for new positions, including salary, benefits, workers' compensation, and retirement costs; develops metrics and generates reports on human resources- related areas. Makes recommendations based on interpreting data.
- Performs other related duties as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Proper English usage, spelling, vocabulary, grammar, and punctuation.
- Knowledge, skill, and ability to use a wide variety of office equipment including but not limited to: personal computers, associated software programs (including Windows, word-processing, desktop publishing, spreadsheets, graphics, presentation, and database applications), e-mail, Internet, copiers, scanners, calculators, typewriters and telephones.

Skill to:

- Independently draft district wide correspondence to school sites and families.
- Research information, efficiently and effectively proof and edit documents, problem solve and use independent decision making.
- Effectively analyze situations and decide on procedural matters with minimal supervision.
- Use tact, patience, and courtesy in interpersonal relations and communicate effectively both orally and in writing; must have the ability to de-escalate situations in person and over the phone.
- Plan, organize, coordinate and prioritize workload to effectively manage multiple tasks and meet established timelines.
- Take notes or dictation at a rate required for successful job performance.
- Safely operate a motor vehicle.

Ability to:

- Learn, interpret, and apply pertinent codes, rules and regulations, including District and department policies and procedures pertaining to assigned functions.
- Learn District and Department organization, operations, and objectives.
- Learn applicable sections of the California Education Code, California Code of Regulations, Government Code and other pertinent laws.
- Establish and maintain effective work relations with those contacted in the performance of required duties.
- Work independently in the absence of supervision and be held accountable for results.
- Understand and apply technical procedures and requirements.

EXPERIENCE, EDUCATION, AND TRAINING GUIDELINES:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills and abilities would be:

Experience:

- Four (4) years of increasingly responsible administrative, secretarial, or clerical experience including statistical record keeping.

Education:

- Bachelor's degree preferred.
- AA degree or higher preferred, with an emphasis in English, Math, Business, Accounting, or Education

SPECIAL REQUIREMENTS

- Must pass the competency exam of the classification as designated by the Classified Human Resources Department.

License Requirement:

- Possess and maintain an appropriate, valid driver's license and safe driving record.

Conditions of Employment:

- Possess and maintain proof of current automobile insurance.
- Use of personal vehicle to travel to multiple work sites and locations, as needed.

PHYSICAL DEMANDS

Essential duties require the following physical skills and work environment:

- Physical, mental, and emotional stamina to work up to an eight-hour shift under sometimes stressful conditions, with frequent distractions and interruptions including the ability to deal with angry/upset individuals in a calm and professional manner.
- Willingness and ability to travel to various District offices, buildings, and school sites.
- This type of work requires occasional and/or frequent standing, walking, sitting, bending and reaching for extended periods of time.
- Ability to work in a standard office environment.
- Ability to sit at a desk, conference table, or in meeting rooms of various configurations for extended periods of time.
- Facility to see and read, with or without vision aids, a computer screen and printed matter, and to distinguish colors.
- Sufficient hearing to understand speech at normal room levels, and to hear and understand speech on the telephone.
- Manual dexterity to operate office equipment, a telephone, and enter data into a computer using both hands.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation, on the telephone, and addressing groups.
- Ability to exert up to 20 pounds of force to lift, carry, push, pull, or otherwise move objects.