



CLASSIFIED
Job Classification Description
Equal Employment Opportunity

MADERA UNIFIED SCHOOL DISTRICT
PERSONNEL COMMISSION
APPROVED MOTION NO. 22-2022/23
DOCUMENT NO. 10-2022/23
DATED 10/19/2022

ADMINISTRATIVE ASSISTANT IV

DEPARTMENT/SITE: Comprehensive High
School

SALARY SCHEDULE: Classified Bargaining Unit
SALARY RANGE: 35
WORK CALENDAR: 261 Days

REPORTS TO: Principal of High School

FLSA: Non-Exempt

PURPOSE STATEMENT:

Under the general direction of a comprehensive High School Principal, the Administrative Assistant IV performs specific responsibilities for providing a wide variety of complex, administrative, and secretarial support to the site Principal; conveying information; supporting office functions; and implementing assigned projects and site activities. The incumbents in this classification provide the school community with complex administrative assistant duties, in support of a comprehensive High School Principal, which directly supports student learning and achievement.

DISTINGUISHING CHARACTERISTICS

Positions in this class are at the fourth level in the Administrative Assistant Series. The Administrative Assistant IV performs a variety of secretarial and administrative assistant duties to relieve the Principal of administrative and clerical details; plans, coordinates, and organizes office activities, and coordinates the flow of communications, correspondence, and information; prepares and maintains a variety of records and reports.

ESSENTIAL FUNCTIONS, DUTIES AND TASKS:

The following alphabetical list of functions, duties and tasks is typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform other closely related or department-specific functions, duties and tasks from those set forth below to address business needs and changing business practices.

- Acts as a resource to teachers, students, parents, and the general public regarding general and specific information on the policies, procedures, and activities of the assigned school site; communicates with District personnel, students, staff, parents, community members, vendors, and various outside agencies to exchange information, coordinate activities and resolve issues or concerns.
- Answers and initiates telephone calls for responding to inquiries screening calls, taking messages, requesting information, and/or conveying information.
- Assists the Principal in the preparation and maintenance of financial, statistical, and narrative reports (e.g., Cal Card funds, personnel requisitions, financial reports for School Site Council and Board of Trustees, cost comparisons for various vendors); researches, compiles, and organizes information as requested.
- Assures that all staff absences are covered each day; determines daily absences; distributes substitute binders, substitute plans, and attendance rosters; maintains time sheets; calls for prep coverages and documents prep pay coverages; approves and reconciles absences on automated substitute system.
- Communicates with a variety of personnel, administrators, and parents to coordinate school operations and maintenance, resolves conflicts and issues, and exchanges information.

- Compiles data from a variety of sources (e.g., instructional minutes, enrollments, attendance) for complying with financial, legal, and/or administrative requirements.
- Coordinates a variety of projects, functions, and/or program components (e.g., administrative meetings, online meeting scheduling, expulsion hearings, and reviews, stipulated disciplinary agreements) for completing activities and/or delivering services to achieve goals and meet target dates.
- Coordinates and facilitates communications and serves as liaison between staff/personnel, parents, students, school and community organizations, and the public.
- Facilitates student enrollment and performs onsite registration and withdrawal activities for complying with established requirements; works directly with students and families to ensure accurate processes are completed and needs are met.
- Maintains a wide variety of confidential and non-confidential manual and electronic documents, files, and records (e.g., calendars, department budgets, requisitions, Federal compliance documents, records for audit purposes, employee evaluations, professional development opportunities by school site, funding sources) for providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements.
- Maintains, monitors, and records expenditures; posts and reconciles expenditures to budgeting software system; processes staff reimbursements and correspondence; assists in assuring expenditures do not exceed established limitations.
- May train, assign, and coordinate the work of assigned school personnel; provide input for performance evaluations as requested; review work for accuracy, completeness, and compliance with established guidelines and procedures.
- Monitors a wide variety of activities (e.g., program components, meeting arrangements, budgets, alignment of Career Technical Education (CTE) courses, open purchase orders, and School Choice transfer requests) to achieve goals and meet target dates in compliance with established guidelines and regulatory requirements.
- Orders supplies and materials for ensuring the availability of items.
- Participates in a variety of meetings, workshops, trainings, and activities; records minutes and summaries; supports the needs of the attendees.
- Performs general clerical functions (e.g., scheduling, copying, faxing, data entry, filing) for supporting office functions.
- Prepares a wide variety of complex reports, documents, and correspondence of a confidential and non-confidential nature (e.g., letters, memoranda, meeting minutes, charts, reports, forms, surveys, distribution lists, evaluation documents, flyers, annual notifications, contracts, cost estimates, Board and legal documents, student/parent notifications) for documenting activities and/or conveying information.
- Processes a variety of documents and materials (e.g., travel requests, reimbursements, Cal Cards, District transfers, use of Facility Permits, applications, Supplemental Educational Service [SES] applications, Individualized Education Program [IEP] paperwork) for disseminating information in compliance with administrative guidelines and/or regulatory requirements.
- Provides administrative assistance to the principal, schedules and arranges appointments, meetings, and conferences.
- Provides direct assistance/training to site administrators with Electronic School Accountability Report Cards (ESARC) and site plan development for ensuring the efficient and accurate reporting processes
- Receives informational material (e.g., mail, flyers) for reading, sorting, routing, and responding as directed.
- Represents assigned Administrator in their absence for conveying and/ or gathering information required for their functions.
- Responds to a wide variety of inquiries from internal and external parties (e.g., staff, parents, students, public agencies, vendors) to provide information, facilitate communication among parties, and/or provide direction.

- Supports assigned administrative personnel for providing assistance with their functions and responsibilities.
- Performs other related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

KNOWLEDGE, SKILLS AND ABILITIES

(At time of application)

Knowledge of:

- Modern office practices, procedures, and equipment
- Current policies, laws and procedures
- Accounting, bookkeeping principles
- Use of job-related software applications, including virtual meeting platforms
- Business telephone techniques and etiquette
- Correct English usage, including grammar, spelling, and punctuation; and vocabulary
- Expertise in Microsoft Office, Google Suite tools, and other applicable software applications
- District policies and procedures associated with educational processes
- District organization and locations

Skills and Abilities to:

- Keyboard accurately at an acceptable rate of speed
- Operate standard office equipment utilizing pertinent software applications
- Prepare and maintain accurate records
- Plan and manage complex and responsible projects
- Accurately take and transcribe notes and/meeting minutes/recollections
- Maintains confidentiality of Student Services files and records
- Display exemplary planning, prioritization, and time management skills
- Communicate with diverse groups maintaining confidentiality, meeting deadlines and schedules; working with frequent interruptions, setting priorities; establishing and maintaining effective working relationships
- Communicate with staff, parents, and the public using patience and courtesy, and in a manner that reflects positively on the organizational unit
- Understands and follows written and oral instructions
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential issues and situations
- Read, write, and communicate clearly in English; a second language (usually Spanish) may be required
- Perform well under pressure for competing time-sensitive priorities

RESPONSIBILITY:

Responsibilities include working under limited supervision; following standardized practices and/or methods; providing information and /or advising others; and operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to affect the organization's services.

JOB QUALIFICATIONS / REQUIREMENTS:

(At time of application and in addition to the Knowledge, Skills and Abilities listed above.)

EDUCATION REQUIRED:

High School diploma or equivalent.

EXPERIENCE REQUIRED:

Four and one-half (4.5) years of experience as an Administrative Assistant I, II, or III in MUSD; **OR**; an equivalency of work experience from another educational institution or agency in the capacity level of Administrative Assistant IV in the Administrative Assistant series within the Madera Unified School District.

LICENSE(S) REQUIRED:

- Valid, current California Driver's License or ability to provide transportation to meetings, events, and trainings associated with essential functions, duties, and tasks.

CERTIFICATIONS AND TESTING REQUIRED:

- Pass the District's applicable proficiency exam for the job class with a satisfactory score
- After an offer of employment, obtain:
 - Criminal Justice and FBI Fingerprint Clearance
 - Negative TB test result plus periodic post-employment retest as required (currently every four years)
 - Pre-employment physical exam A through the District's provider

WORK ENVIRONMENT / PHYSICAL DEMANDS:

(Must be performed with or without reasonable accommodations)

- Work is primarily indoors and requires sitting for extended periods
- Sitting or standing for extended periods of time
- Lift objects such as boxes containing documents weighing up to 35 pounds
- Bending at the waist, kneeling or crouching to file materials or access equipment, carrying, pushing and/or pulling
- Dexterity of hands and fingers to operate a computer keyboard and maintain paper files and documents
- Hearing and speaking to exchange information
- Visual acuity to see/read documents and computer screen