



La Cañada Unified School District

...a learning community committed to personal growth
and academic excellence

Administrative Secretary of Educational Services (CMSA)

Brief Description of Position: Under the direction of the Associate Superintendent of Educational Services, this confidential position performs a variety of complex and responsible secretarial and administrative support duties to assist the Cabinet and Educational Services department with various administrative details, including but not limited to: assisting with negotiations documents, serving as the backup to the Executive Assistant to the Superintendent as needed; organizing and managing the day-to-day activities of the Educational Services department; compiling and preparing statistical reports related to personnel, pupils, programs, services and supplies; coordinating and inputting data to support testing of students with special needs and NPS; digitalizing student records district-wide for online access; developing and supervising the district-wide secretary responsible for reception.

Qualifications:

1. **Training and Experience:** Required: B.A. degree or two-years college-level course work in secretarial science and five years of broad, varied and increasingly responsible secretarial experience, including two years of experience at the level of an administrative secretary, preferably in a school or school district office setting.
2. **Education:** High school diploma or its equivalent.

Duties and Responsibilities: (but are not limited to)

Perform complex administrative assistant duties requiring specialized and extensive knowledge of the operations of the Associate Superintendent's office and related educational administrative functions.

Organize and manage the day-to-day activities of Educational Services to assure efficient and effective office operations; coordinate communications; perform complex duties to assist with administrative detail.

Compile and prepare statistical reports related to personnel, pupils, programs, services and supplies.

Maintain the calendar, schedule meetings, appointments and conferences, and make travel and hotel arrangements as requested for Educational Services.

As needed, serve as the backup to the Executive Assistant to the Superintendent. In her absence, set up and attend of Governing Board meetings (required evening work), take notes of business transactions, transcribe minutes for review and editing, audio record the Governing Board meetings, maintain official records of Governing Board minutes, reports and required documentation.

Duties and Responsibilities con't: (but are not limited to)

Create a wide variety of materials such as correspondence, reports, computer presentations, forms, memoranda and other documents; format, proofread and prepare materials on a computer.

Take and transcribe dictation of letters, reports, bulletins and memoranda, including material of a confidential nature, such as negotiations notes and updates, prepare correspondence and memoranda independently or from oral instructions.

Manage the digitalization of students records both cumulative and Special Education for district-wide online access.

Update and maintain the Educational Services website.

Coordinate and input data to support testing of students with special needs and serve as the assessment coordinator for NPS students.

Supervise the district-wide secretary responsible for reception as needed.

Prepare and maintain a variety of complex files and records; maintain confidentiality of records and information including information regarding Governing Board, District negotiations or personnel matters.

Coordinate communication and activities with other District departments and personnel, educational institutions, other outside organizations and the public.

Log and screen telephone calls, answer questions, determine issues and refer callers to appropriate personnel.

Receive, log, read, screen and route incoming mail; establish priorities of information received; determine disposition to appropriate personnel.

Work with vendors to coordinate piloting to support textbook adoption and purchasing.

As needed, in the absence of the Executive Assistant to the Superintendent, prepare and maintain documentation for the Governing Board, including Conflict of Interest filing, elections documentation, official State and County rosters, Governing Board Officer and committee liaison appointments.

Set and monitor the budget for the Associate Superintendent's office. Assist with establishing and monitoring the budget of the Governing Board. Prepare purchase orders for all expenditures from both budgets.

Qualifications Guide:

Knowledge of:

- Office software (i.e., Microsoft Office, Excel, Power Point, Aeries, SEIS, CAASPP, TOMS, etc.)
- Administrative office practices, procedures and equipment
- Correct English usage, grammar, spelling, punctuation and vocabulary District organization, operations, policies, rules and regulations and objectives
- Oral and written communication skills
- Applicable sections of State Education Code, the Brown Act and other applicable laws
- Interpersonal skills using tact, patience and courtesy
- Telephone techniques and etiquette
- Public relations techniques
- Parliamentary procedure according to Robert's Rules of Order

Ability to:

- Perform complex and responsible secretarial and administrative support duties
- Learn quickly the operations, policies and procedures of the Superintendent's office, the Educational Services Department and the role of the Governing Board
- Read, interpret, apply and explain rules, regulations, policies and procedures
- Communicate effectively both orally and in writing, including the use of e-mail Keyboard at 75 words per minutes from clear copy
- Create and revise Excel spreadsheets
- Compose correspondence and written materials independently
- Establish and revise priorities of clerical work and office activities
- Deal effectively with a wide variety of situations requiring diplomacy, tact, poise and firmness
- Take dictation at 100 words per minute and transcribe accurately
- Work independently with little direction
- Complete work with many interruptions
- Operate a variety of office equipment (such as a computer, facsimile, calculator, copier and dictation equipment)
- Make arrangements for meetings and conferences
- Maintain a variety of files, records and statistics
- Establish and maintain cooperative and effective working relationships with others

It is the policy of the La Cañada Unified School District to provide equal opportunity employment for persons and to refrain from discrimination based upon race, religion, color, national origin, ancestry, disability, medical conditions, marital status, sex, age, sexual orientation or any other unlawful basis in every aspect of personnel policy and practice in employment, development, advancement and treatment of employees; and to promote the total realization of equal employment opportunity, through a continuing affirmative action program.