



# CAJON VALLEY UNION SCHOOL DISTRICT PERSONNEL COMMISSION

## Job Class Description

<b><u>SCHOOL ADMINISTRATIVE ASSISTANT - LEAD</u></b>			
<b>DEPARTMENT/SITE:</b>	Enrollment Services / Planning, DO	<b>SALARY SCHEDULE:</b>	Classified Bargaining Unit
		<b>SALARY RANGE:</b>	32 per 2023-2024 Schedule
		<b>WORK YEAR:</b>	12 Months (260 Days)
<b>REPORTS TO:</b>	Director II - Learning Support of Long-Range Planning and Enrollment Services	<b>FLSA:</b>	Non-Exempt

**BASIC FUNCTION:**

Under the general direction of the Director II – Learning Support of Long Range Planning and Enrollment Services, coordinate, plan, organize, and provide district-wide enrollment and school office standardization procedures; assist with the development, planning, and implementation of standardized procedures for student enrollment, registration, records, and student exiting; perform specialized and technical clerical duties; provide customer service to staff, parents/guardians, and community; train and provide procedural guidance to school office staff. The incumbents in this classification assist in providing support to staff and parents regarding district procedures and enrollment of students which supports student learning.

**DISTINGUISHING CHARACTERISTICS:**

The **School Administrative Assistant – Lead** classification coordinates, plans, organizes, and leads district-wide school office standardization procedures and assists with the development, planning, and implementation of standardized procedures for student enrollment, registration, records, and student exiting. The **School Administrative Assistant** classifications perform a wide variety of responsible clerical, secretarial, and administrative support duties to coordinate school office and other school activities and assist the Principal in administrative tasks.

**ESSENTIAL FUNCTIONS, DUTIES, AND TASKS:**

*The following list of functions, duties, and tasks is typical for this classification. Incumbents may not perform all 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.*

Coordinate the overall district-wide school office activities to assist the principal and school site office staff in procedural tasks and compliance requirements; compile information, prepare, and maintain a variety of reports, records, logs, and files relating to students, staff, District-wide programs, operations, and activities, including those of a confidential nature.

Perform a variety of technical, complex, and statistical record-keeping duties for the centralized enrollment center in the maintenance of the student information system; coordinate student registration, enrollment, and placement within the District to comply with established guidelines, policies, and procedures. Compile, assemble, and process a variety of student information; ensure compliance with laws, rules, and regulations affecting permanent school records. Prepare annual notifications and enrollment documents; develop formats for public awareness of registration requirements and procedures including ensuring that accurate, up-to-date information is provided to and appears at the District’s website.

Receive telephone calls, greet visitors, and provide customer service, information, and assistance to

students, parents, staff, administrators, and others regarding student records, data, and information as directed; assist site administrators with resolving enrollment and other student issues and conflicts as needed.

Serve as liaison to employee and parent/guardian advisory groups, meet with site principal and administration as necessary; provide information to parents/guardians, students, staff, and the public concerning enrollment, school policies, procedures, actions, activities, and schedules as appropriate.

Provide guidance, training, and problem-solving to school site office staff; in collaboration with departments, develop and implement standardized school office procedures to ensure complete and timely operations; provide support as needed including with solving problems; assist in setting work priorities; when asked, provide input to performance evaluations; create office forms to facilitate workflow and ensure implementation.

Coordinate a variety of district-wide school activities; manage several calendars covering a variety of school activities and programs; secure rooms for meetings or special groups; assist with the management of certificated and classified employee time-recording and absences; secure substitutes and arrange alternate coverage; submit work orders to the maintenance department and follow up as needed.

Operate a variety of office equipment, including a calculator, copier, computer, and assigned software.

Provide guidance and advice to sites on how to monitor their school budgets.

Provide guidance on requisitions, receive, inventory, store and distribute supplies and office materials at the site and how to provide necessary records to the Purchasing Department.

Plan, schedule, attend, present, facilitate, and participate in various meetings as assigned.

May be temporarily assigned to assist school sites in the event of a School Administrative Assistant absence or vacancy.

Perform classification-related duties as assigned for ensuring the efficient and effective functioning of the work unit and the District, including various mandatory District trainings.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Current school site office practices and procedures.

Basic arithmetic terms and usage.

Standard productivity software such as word processing, spreadsheets, email, and district-specific business programs

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

Effective oral communication practices.

Interpersonal skills using tact, patience, and courtesy.

Child abuse reporting and related regulations.

Applicable health, medical, and safety regulations.

Applicable state and federal laws, codes, regulations, policies, and procedures including those related to the Health Insurance Portability and Accountability Act (HIPPA), and Family Educational Rights and Privacy Act (FERPA).

Telephone techniques and etiquette.

Organizational operations, policies, and objectives, including School Board policies.  
Effective work coordination/leadership practices.  
Basic first aid techniques.  
Operation of a computer, including operating systems, file management, and assigned software.

**ABILITY TO:**

Perform a variety of technical, and complex, record-keeping duties in the preparation, updating of, and maintenance of school records for students.  
Ensure efficient and timely completion of office and program projects and activities.  
Analyze complex situations and make appropriate decisions.  
Understand and follow oral and written directions.  
Compose correspondence independently (e.g., weekly communication sheet, training binders).  
Complete work and meet deadlines with many interruptions.  
Work independently with little direction.  
Establish and maintain cooperative and effective working relationships with others.  
Apply interpersonal skills using tact, patience, and courtesy.  
Keyboard or input data at an acceptable rate of speed.  
Learn, interpret, apply, and explain rules, regulations, policies, and procedures.  
Understand and work within the scope of authority.  
Plan and organize work.  
Train and provide procedural guidance to others.  
Work confidentially with discretion.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school or equivalent supplemented by coursework in-office procedures and four (4) years of increasingly responsible and varied clerical experience involving public contact, including at least two years of lead secretarial experience in a large organization. Public school office experience preferred.

**LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license.  
Maintain qualification for automobile insurance coverage.  
Driving a vehicle to conduct work.  
Possession of a current certificate in infant, child, and adult cardio-pulmonary resuscitation (CPR) and First Aid Card is required. Online certificates are not accepted. Maintain up-to-date certificates in CPR and First Aid.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Office environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard and other office equipment.  
Sitting for extended periods of time.  
Kneeling, stooping, bending at the waist, and reaching overhead, above the shoulders, and horizontally to retrieve and store files and supplies.  
Hearing and speaking to exchange information in person or on the telephone.  
Seeing to read, prepare and ensure the accuracy of documents.  
Regularly push, pull, lift, and carry supplies and equipment up to and exceeding 25 pounds.

**CLEARANCES:**

Criminal Justice Fingerprint / Background

Tuberculosis

Pre-placement Physical and Drug Screen

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**JOB CLASS HISTORY**

New Classification, Range 32 / PC: 09/22 GB: 09/22

Revised (EH&A / MGT Consulting) PC: 02/2024 GB: 03/2024