



BERKELEY UNIFIED SCHOOL DISTRICT
Human Resources Department

**CLASSIFICATION AND
 POSITION DESCRIPTION**

TITLE:	School Administrative Assistant – Early Childhood	REPORTS TO:	Assigned Supervisor
DEPARTMENT/SCHOOL:	As Assigned	CLASSIFICATION:	Non-Administrative Classified Technical
FAIR LABOR STANDARDS ACT CLASSIFICATION:	Non-Exempt	WORK YEAR: HOURS:	12 months/Calendar 2000 7.5 hours per day or duty days/hours as assigned
APPROVED: Board Commission	June 29, 2016 July 15, 2016	SALARY GRADE:	Schedule: 56 Range: 39

BASIC FUNCTION:

Under the direction of an assigned administrator, determine the eligibility of applicants for the Early Childhood Program; conduct employment verifications and eligibility inquiries; oversee the distribution of documentation necessary to fulfill the application process; perform clerical and secretarial support duties to relieve the Principal or other assigned administrator of administrative and clerical detail; answer phones, provide technical information and greet and assist students, parents, staff and visitors; assist in assuring smooth and efficient office operations.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

- Determine the eligibility of applicants for the Early Childhood program; conduct interviews of prospective clients; conduct employment verifications and eligibility inquiries for compliance with applicable laws, regulations, and codes; bill and collect payments as necessary
- Verify the accuracy of presented information with applicable State, federal and District programs and organizations
- Oversee the distribution of documentation necessary to fulfill the application process; schedule interviews and appointments with prospective clients; issue notices of action in the event of missing or incomplete paperwork or fees; distribute applicable forms as necessary
- Notify applicants as to the acceptance or denial of their application in a timely manner
- Perform clerical and secretarial support duties to relieve the assigned supervisor of administrative and clerical detail; assist in assuring smooth and efficient office operations; coordinate and organize office communications and information
- Compile information and prepare and maintain a variety of records and reports related to Child Development programs and activities; review and verify accuracy and completeness of various documents; establish and maintain filing systems; process and evaluate various forms and applications as needed

- Greet and assist visitors; initiate and receive telephone calls; screen and route calls; take and relay messages; provide general information concerning school operations and activities and related policies and procedures
- Compose correspondence; type, format and process a variety of records and documents related to assigned activities such as letters, lists, memoranda, bulletins, reports, requisitions, flyers, forms or other materials from detailed or rough copy; proofread completed typing assignments
- Input a variety of data into an assigned computer system; maintain automated records and files; initiate queries and generate a variety of computerized lists and reports as requested; assure accuracy of input and output data
- Receive, open, sort, screen and distribute incoming mail; assist in the preparation and dissemination of materials and information to the public and staff regarding various events and programs
- Operate a variety of office equipment including a calculator, copier, fax machine, computer and assigned software
- Communicate with personnel and outside agencies to exchange information and resolve issues or concerns
- Monitor inventory levels of office and school supplies; order, receive and maintain adequate inventory levels of office supplies
- Coordinate, schedule and attend a variety of meetings as assigned; prepare and send out notices of meetings; maintain appointment and activity calendar; reserve facilities; collect and compile information for meetings, projects and workshops; prepare agendas and take minutes as directed

OTHER DUTIES:

Perform related duties as assigned

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Research methods

Modern office practices, procedures and equipment

Policies and objectives of assigned programs and activities

Record-keeping and report preparation techniques

Telephone techniques and etiquette

Correct English usage, grammar, spelling, punctuation and vocabulary

Business letter and report writing, editing and proofreading

Operation of a computer and assigned software

Methods of collecting and organizing data and information

Oral and written communication skills

Interpersonal skills using tact, patience and courtesy

Basic math

ABILITY TO:

- Conduct employment verifications and eligibility inquiries Interview clients and review and verify documents for eligibility
- Analyze situations accurately and adopt an effective course of action
- Gather facts, analyze information and draw sound conclusions
- Perform clerical and secretarial support duties to relieve the Principal of administrative and clerical detail
- Answer telephones and greet the public courteously
- Assist in assuring smooth and efficient office operations
- Learn, interpret, apply and explain applicable laws, codes, rules and regulations
- Maintain records and prepare reports
- Operate a variety of office equipment including a computer and assigned software
- Understand and follow oral and written directions
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively both orally and in writing
- Compose correspondence and written materials independently or from oral instructions
- Complete work with many interruptions
- Meet schedules and timelines
- Receive, sort and distribute mail
- Add, subtract, multiply and divide quickly and accurately

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and three years increasingly responsible clerical experience involving frequent public contact

LICENSES AND OTHER REQUIREMENTS:

Some incumbents in this classification may be required to speak, read and write in a designated second language.

WORKING CONDITIONS:

ENVIRONMENT:

- Office environment
- Constant interruptions
- Contact with dissatisfied or abusive individuals

PHYSICAL DEMANDS:

- Dexterity of hands and fingers to operate a computer keyboard
- Hearing and speaking to exchange information in person and on the telephone
- Sitting or standing for extended periods of time
- Seeing to read a variety of materials
- Bending at the waist, or kneeling to file materials
- Exposure to blood borne pathogens and infectious diseases