



HUNTINGTON BEACH CITY SCHOOL DISTRICT

Educational Support Assistant II

Established date: 7/1/2015

Revision date: 11/17/2015

GENERAL PURPOSE

Under general supervision, performs routine to difficult clerical and administrative support of District-wide programs, including determining program eligibility, tracking, and maintaining data and reports, assisting staff, volunteers, and the public with access to materials and information, and maintaining inventories and financial records; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS

An Educational Support Assistant II performs administrative support functions ranging in difficulty from routine to difficult that require advanced knowledge of District policies, procedures, and operations of a specific program. Assigned work requires the application of judgment in selecting appropriate procedures, identifying and responding to student and parent issues, and solving routine to non-routine problems based on knowledge gained through experience.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to this class.

1. Answers, screens, and refers telephone calls; answers program-related questions from staff, parents, and the public; formats, types, edits, revises, and prints reports, correspondence, program support materials, and other materials ranging from routine to complex; creates tracking spreadsheets involving advanced calculations and data manipulation; reviews documents for clerical accuracy, completeness, and compliance with District requirements; creates and/or revises presentation materials; establishes and maintains computerized and manual file systems, logs, distribution lists, and other data.
2. Provides administrative program support including developing, tracking, and reporting metrics, plans and documents using computer systems; audits and balances data collected from school locations; tracks student and school test scores and placements; collects program data to generate performance reports required for participation in and/or compliance with state and federal programs; develops and maintains program-tracking databases; conducts or assists with evaluations of program materials; conducts or assists with ongoing program or pilot program evaluation, measurement and verification activities; prepares and submits for management review financial, participant, and program activity reports.
3. Prepares, organizes, and maintains assigned program-related files and records; initiates and processes eligibility and requests for services; monitors and maintains individualized student plans; locates, retrieves, duplicates, and distributes copies of reports, forms, records, and documents, as requested.
4. Inputs data and prepares and processes requisitions, purchase orders, and check requests; verifies the accuracy of receipts and invoices; creates spreadsheets and manages databases to track purchases; monitors and maintains inventories of supplies and materials; maintains program-related financial accounts and budgets.
5. Schedules and participates in District workshops, seminars, and meetings; makes meeting arrangements; sets up and cleans up for special events and meetings; contacts vendors and places orders for food, supplies, and audio visual equipment; oversees other meeting logistics.
6. May provide program-related training to other District staff, parents, or participants.

MINIMUM QUALIFICATIONS

Knowledge of:

1. Programs, requirements, funding sources, and best practices applicable to area of assigned responsibility.
2. Federal, state, and local laws and regulations applicable to assigned program responsibilities.
3. Practices and techniques of program analysis including data collection methods and analytical procedures appropriate to required areas of analysis.
4. District office practices and procedures, including recordkeeping and filing.
5. Customer service practices and telephone etiquette.
6. Principles and practices of sound business communication; correct English usage, including spelling, grammar, and punctuation.
7. Bookkeeping and elementary accounting practices and procedures.
8. Records management, recordkeeping, filing, basic purchasing practices, and expense reporting.
9. Uses and operation of computers, standard business software, and specialized database and spreadsheet applications.

Ability to:

1. Understand, interpret, explain, and apply detailed laws, regulations, policies, and procedures pertaining to application for contracts and agreements and administration of programs in assigned areas of responsibility.
2. Gather data, analyze information/reports, and reach correct conclusions in accordance with program policies and regulations.
3. Monitor program implementation and provide technical assistance to ensure program goals are met in conformance with regulatory and funding requirements.
4. Operate a computer, standard business software, and a variety of computer software programs and databases related to area of assignment.
5. Reach sound decisions in accordance with District and school policies and procedures.
6. Prepare clear and accurate reports, documents, data entries, and files.
7. Maintain highly confidential information.
8. Determine work priorities during peak workload periods, using sound judgment in the application of policies, rules, regulations, and standard operating procedures.
9. Communicate effectively, both orally and in writing.
10. Understand and follow written and oral instructions.
11. Use a computer keyboard and other office equipment accurately at a speed necessary to meet the requirements of the position.
12. Establish and maintain effective working relationships with administrators, staff, students, parents, the public, and all those encountered in the course of work.

Education, Training and Experience

A typical way of obtaining the knowledges, skills, and abilities outlined above is:

Graduation from high school or GED equivalent and two years of college-level coursework in elementary education or a related subject and at least three years of responsible experience in clerical or administrative support; or an equivalent combination of training and experience. Experience in a school district is preferred.

Licenses; Certificates; Special Requirements

Some assignments may require a valid California Class C driver's license and the ability to maintain insurability under the District's vehicle insurance program.

Successful completion of a comprehensive background investigation including a review of employment history, criminal conviction record and fingerprinting required.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this job, the employee is regularly required to sit, walk and stand; talk and hear; use hands to finger, handle, feel or operate objects, tools or controls; reach with hands and arms; and perform repetitive movements of hands or wrists. The employee is frequently required to lift up to 30 pounds unaided.

Specific vision abilities required for this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, an employee uses written and oral communication skills; reads and interprets data, information, and documents; uses basic math; observes and interprets people and situations; learns and applies new information and skills; performs highly detailed work; deals with constant interruptions and multiple concurrent tasks; and interacts with others encountered in the course of work, including frequent contact with customers and/or the public and dissatisfied/abusive individuals.

WORK ENVIRONMENT

The employee works in an office environment where the noise level is usually quiet to moderate.

FLSA Designation:	Non-Exempt
EEO Category:	Administrative Support Workers
Bargaining Unit:	CSEA
Probationary Period:	9 months new, 6 months existing