



## HUNTINGTON BEACH CITY SCHOOL DISTRICT

### Educational Services Assistant

Established date: 03/01/2011

Revision date: 03/13/2018

#### **GENERAL PURPOSE**

Under the direction of the Assistant Superintendent, Educational Services, coordinate routine, daily operational functions of the Educational Services Department.

#### **DISTINGUISHING CHARACTERISTICS**

The Educational Services Assistant performs a wide variety of office and administrative support functions for the Assistant Superintendent of Educational Services, and District staff. The position requires knowledge of District rules, policies, and procedures. Assigned work requires the use of initiative and judgment, as well as multi-tasking, in selecting appropriate work methods, understanding and applying information, and interacting with and handling routine to non-routine questions, complaints, and problems based on knowledge gained through experience.

#### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

1. Interpret and provide information on District policies, procedures, Education Code, and Federal and State regulations.
2. Prepare and present special reports, studies, surveys, and presentations on educational services related issues.
3. Monitor timelines, reporting, and various levels of District compliance related to Federal and State accountability, grants reporting, compliance monitoring, categorical programs/budgets..
4. Maintain records related to all aspects of the educational services department; prepare corresponding reports and presentations as required.
5. Maintain records and take minutes for various educational services department meetings and activities.
6. Make arrangements for department meetings and conferences; arrange appointments and reservations; maintain calendars; maintain minutes of meetings; prepare materials for staff development meetings.
7. Input educational services-related information and data into various computer systems, and update information as necessary.
8. Attend meetings/workshops/conferences, and conduct home and on-the-job reading to acquire improved information, technical skills and work habits.
9. Prepare and update educational services-related documents, policies, procedures, guidelines, resources, and handbooks.
10. Collaborate and communicate with various District departments and school sites, and with Federal, State and County agencies and individuals.
11. Communicate in various forms (phone, in-person, email) with a variety of individuals/agencies to provide information or recommend alternate courses of action.
12. Perform projects as assigned by the Assistant Superintendent, Educational Services.
13. Perform related duties as assigned.

#### **MINIMUM QUALIFICATIONS**

##### **Knowledge of:**

1. Principles and practices of educational services program administration.
2. Record-keeping techniques.
3. Correct English usage, grammar, spelling, punctuation and vocabulary.
4. Applicable sections of the State Education Code and other applicable laws.
5. District organization, operations, policies and objectives.
6. Interpersonal skills using tact, patience and courtesy.

7. Principles of training, providing work direction, supervision and administration.
8. Technical aspects of field of specialty.

**Ability to:**

1. Communicate effectively using tact and diplomacy.
2. Work cooperatively with others, establishing and maintaining cooperative and effective working relationships.
3. Maintain, compile records and prepare reports, verifying all data.
4. Operate various office machines.
5. Understand and operate a variety of computer programs.
6. Prioritize/multi task assignments and finish in a timely manner.
7. Train, supervise and evaluate personnel.
8. Read, interpret, apply, and explain rules, regulations, policies and procedures.
9. Maintain current knowledge of program rules, regulations, requirements and restrictions.
10. Analyze situations accurately and determine an effective course of action.
11. Work confidentially with discretion.
12. Type at 60 words net per minute from clear copy.
13. Perform complex and varied tasks.
14. Work independently with minimum supervision.

**Education, Training and Experience:**

Any combination equivalent to: graduation from high school including coursework in office practices and procedures and five years of broad, varied and increasingly responsible experience in secretarial/administrative work. Preference will be given to candidates with two years of college or advance secretarial coursework. Preference in employment will be given for experience in public education. Preference in employment will be given for experience in a supervisory capacity and wide contact with the public.

**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 is 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. Incumbents may be required to lift, pull or push objects normally not to exceed thirty (30) pounds, but may involve heavier objects of up to fifty (50) pounds with assistance. This position requires accurate perceiving of sound; specific vision abilities required for this job include close vision and the ability to adjust focus; depth perception; and the providing of oral information and direction.

**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 math and mathematical reasoning; 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 staff. This position frequently works independently with high work volume and tight deadlines.

**WORK ENVIRONMENT**

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