



## SAN MATEO UNION HIGH SCHOOL DISTRICT

### CLASSIFIED JOB DESCRIPTION

**JOB TITLE:** ADMINISTRATIVE ASSISTANT II TO SUPERINTENDENT OFFICE  
**REPORTS TO:** Superintendent Office **SITE:** District Office  
**CLASSIFICATION:** Classified Bargaining Unit **WORK YEAR:** School Days + 10 Days  
**SALARY:** Range 147 – Classified Salary Schedule  
**APPROVED BY THE BOARD OF TRUSTEES:** December 15, 2022

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#### **JOB SUMMARY:**

Under general supervision of the Superintendent, perform secretarial and administrative support services as directed by the Administrative Assistant III to the Superintendent; and perform other related duties as assigned.

#### **CLASS CHARACTERISTICS:**

Positions in this classification are distinguished from other secretarial and office support classifications by the greater variety, breadth and scope of duties assigned and the degree of latitude required in making routine administrative decisions. Positions are also distinguished by the greater proportion of time spent performing secretarial support duties, and higher level of responsibility for public contact and problem solving.

#### **ESSENTIAL FUNCTIONS:**

1. Perform a variety of secretarial, complex clerical and support functions assisting the Administrative Assistant III for the Board, Superintendent, Communication Manager with routine administrative matters as appropriate.
2. Screen visitors and telephone calls, and provide information to staff and the public on department policies and procedures.
3. Create and process, variable time reports, check requests, invoices requisitions, purchase orders and related items as needed.
4. Prepare Superintendent Cabinet and Council meeting agendas, and take notes if needed.
5. Draft routine correspondence, and prepare inter-office memoranda as needed by the Superintendent and Communications Manager.
6. Assist as needed in maintaining appointment schedules and calendars; arrange meetings; notify participants; prepare meeting materials as needed; and take follow-up actions subsequent to meetings.
7. Prioritize and monitor work to ensure timely completion.
8. Assist with Public Records Act Request to ensure that requests are given to correct department, track and ensure receipt of requests are sent in all required timeline, follow-up with ensuring the requested information has been fulfilled.
9. Check, reports, records, forms and other document for accuracy, completeness, and conformance with school district standards.
10. Act as liaison for Administrative Assistants with District, school, staff, parents, and the community.
11. Maintain confidential information and correspondence.
12. Manage and ensure department absence statements/timesheets are received and submitted to Payroll Department according to establish deadlines.
13. Perform other related duties as assigned.

#### **Employment Standards:**

- Incumbent must be able to perform essential functions above plus assigned department duties with or without reasonable accommodation.

- Incumbent must maintain a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other District employees, administrators, the Board of Trustees, students, parents and the general public.

**QUALIFICATIONS:**

**Education/Training Experience**

- A.A. degree or equivalent required.
- Three (3) years of administrative assistant experience.

**KNOWLEDGE OF:**

- Secretarial and clerical practices and procedures.
- General knowledge of school functions, operations and regulations.
- Office methods and procedures and the use of standard office equipment.
- Business letter writing and the standard format for reports and correspondence.
- Systems, procedures and software used for updating and maintaining a variety of records using a computer.
- Word processing, spreadsheet and data base software.
- Correct English usage, spelling, grammar, vocabulary and punctuation.
- Business mathematics and basic statistical techniques.

**ABILITY TO:**

- Learn, interpret, and communicate department rules, regulations, and policies.
- Plan, organize, and carry out work assignments independently.
- Analyze data and make decisions on procedural matters without immediate supervision.
- Communicate effectively both orally and in writing.
- File alphabetically, numerically and chronologically.
- Compile and tabulate data, and prepare reports and other materials.
- Deal effectively with a variety of personalities in situations requiring diplomacy, poise and firmness.
- Make arithmetical calculations using a calculator.
- Accurately typing/word processing at a rate of 50 WPM.
- Multitask in a busy environment.
- Establish and maintain effective relationships with those contacted in the course of work.
- To remain calm and patient in stressful situations.
- Identify workplace hazards and/or unsafe conditions and take appropriate action to correct same.
- Meet schedules and time lines.
- Observe health and safety regulations.
- Meet District standard of professional attitude as outline in Board Policies 4119.21, 4219.21, & 4319.21, Professional Standards for Classified Employees.

**PHYSICAL DEMANDS/WORKING CONDITIONS WITH OR WITHOUT REASONABLE ACCOMMODATIONS:**

- Ability to read hand-written and fine printed materials.
- Ability to hear conversation in person and on the telephone.
- Ability to operate a computer keyboard, copier and related office equipment.
- Mobility to move from desk to cabinets and files within a department.
- Ability to sit for extended periods of time.
- Office environment.
- Constant interruption.
- Noise level in working environment is moderate.

**LICENSE/OTHER REQUIREMENTS (PRIOR TO EMPLOYMENT):**

- Must successfully pass the District’s pre-employment Department of Justice fingerprint clearance.
- Must successfully pass the District’s pre-employment tuberculosis testing.

The intent of this position description is to provide a representative summary of the major duties and responsibilities performed by incumbents of the position. Incumbents may be required to perform other job-related tasks other than those specifically presented in the description. Reasonable accommodations may be made to enable individuals with disabilities to perform the above-stated essential functions.

SMUHSD is an equal opportunity employer in compliance with the Americans with Disabilities Act and all other applicable Federal, State, and Local regulations.

**SMUHSD Equity Vision**

Vision: All students will learn in a safe, inclusive and equitable environment that validates, respects and honors their unique backgrounds, interests and identities.

Mission: We will continually identify, disrupt and eliminate institutional biases and barriers to ensure that all students have the skills and knowledge to thrive physically, emotionally, and academically.

**EQUAL OPPORTUNITY EMPLOYER STATEMENT**

San Mateo Union High School District is an equal-opportunity employer that is committed to diversity and inclusion in the workplace. We prohibit discrimination and harassment of any kind based on race, color, sex, religion, sexual orientation, national origin, disability, genetic information, pregnancy, or any other protected characteristic as outlined by federal, state, or local laws. This policy applies to all employment practices within our organization, including hiring, recruiting, promotion, termination, layoff, recall, leave of absence, compensation, benefits, training, and apprenticeship. SMUHSD makes hiring decisions based solely on qualifications, merit, and business needs at the time.

For more information, read through our [Nondiscrimination in Employment](#) policy.

- [Equity Flyer](#)
- [BP0415.1 Racial Equity](#)
- [AR0415.1 Racial Equity](#)

**DISASTER SERVICE WORKERS:**

All San Mateo Union High School District employees are designated Disaster Service Workers through state and local law (California Government Code Section 3100-3109). Employment with the District requires the affirmation of a loyalty oath to this effect. Employees are required to complete all Disaster Service Worker-related training as assigned, and to return to work as ordered in the event of an emergency.