



Loomis Union School District

3290 Humphrey Road, Loomis, CA 95650 (916) 652-1800

www.loomis-usd.k12.ca.us

JOB DESCRIPTION

Position Title: Administrative Assistant – Curriculum and Instruction (Confidential)
Department: District Office
Reports to: Assistant Superintendent, Educational Services
Work Year: 260
Board Approval: Pending

SUMMARY:

This position serves as a liaison between district office and staff as it pertains to curriculum, programs, and student testing. Provides direction and technical assistance to school and district office personnel responsible for curriculum, instruction, assessment and staff development. Responsible for the overall development, implementation, support, of all curriculum and assessment programs as well as special programs including but not limited to: special education, EL program, health services, homeless and foster youth, and categorical programs.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Performs administrative support, technical and clerical duties
- Monitors a wide variety of activities on behalf of the Assistant Superintendent for the purpose of achieving goals, meeting target dates in compliance with established guidelines and regulatory requirements
- Prepares letters, reports, bulletins, presentations, agendas, and memoranda as directed for the purpose of documenting activities, providing written reference and/or conveying information
- Maintains a wide variety of manual and electronic documents, files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established guidelines and legal requirements
- Arranges group meetings, coordinates schedules with outside agencies and district personnel; assists with district staff development days
- Prepares Board meeting agenda items for Educational Services department
- Corresponds with and furnishes information to outside agencies, principals, and other personnel
- Coordinates summer school services for general education students including staffing needs
- Prepares local, federal and state reports as necessary
- Maintains files and records; compiles and prepares reports, maintains district contracts for Educational Services programs
- Assist with budget and expenditure transfers for the Educational Services department
- Oversees and maintains the security, integrity, and management of student assessment, grading and reporting systems
- Develops and implements grading and reporting software training for district and school staff (Aeries)
- Coordinates and communicates with staff to comply with project timelines and resolve issues related to the grading and reporting program
- Coordinate the purchase, inventory and distribution of all district textbooks, support materials and assessments
- Communicate with outside vendors on issues and conflicts as they relate to the grading and reporting programs
- Prepare data in preparation for audits and other outside reviewing agencies
- Maintains district wide academic assessment calendar
- Responsible for preparation of district testing orders
- Update district wide assessment materials as needed
- Coordinate data submission of annual SARC reporting for all sites
- Update and maintain district website for GATE, Curriculum & Programs, and Health Services

- Monitor compliance of County required materials including but not limited to Annual Parent Notification and Williams Complaint reporting
- Collaborate with Technology Department on compliance issues as they relate to the Educational Services department
- Other related duties as assigned

KNOWLEDGE AND ABILITIES:

- Operates office equipment, including adding machines, copiers, as well as all Microsoft Office software and district-specific software programs
- Knowledge of SQL Server Management Studio
- Knowledge of student database systems
- Ability to research Education Codes and Board Policies
- Ability to read SIS manuals and write documents to assist staff
- Ability to present information to others
- Ability to work with others in a variety of circumstances
- Ability to apply problem-solving techniques to analyze issues, create plans of action and reach solutions
- Ability to establish and maintain cooperative working relationships; ability to work as part of a team

LICENSES, CERTIFICATIONS AND TESTING REQUIRED:

- Fingerprint/criminal justice clearance
- Tuberculosis clearance
- Must possess or have the ability to obtain a valid California driver's license

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee regularly works indoors. The employee must be able to meet deadlines with severe time constraints. The noise level in the work environment is usually moderate.

PHYSICAL REQUIREMENTS:

- Ability to sit for extended periods at a desk, conference table or in meeting rooms.
- Ability to frequently stand and walk; bend, stoop and reach overhead.
- Ability to see and read a computer screen and printed matter with or without visual aids.
- Ability for verbal communications including the ability to speak and hear at normal room levels.
- Ability to use computer terminals, telephones, calculators, copiers and facsimile.
- Ability to drive a car and the means to provide own transportation when required.

While performing the duties of this job, the employee is continuously required to sit, talk and hear. The employee is occasionally required to walk and stand. The employee is occasionally required to reach with hands and continuously will repeat the same hand, arm or finger motion many times, as in typing.

The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include close vision, depth perception and the ability to adjust focus.

The information contained in this job description is for compliance with the American with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed for this position. The individual currently holding this position perform additional duties and additional duties may be assigned.