



Geyserville New Tech Academy
1300 Moody Lane, Geyserville, CA 95441
(707) 857-3592
Deborah Bertolucci, Superintendent/Principal

Geyserville Elementary School
21485 Geyserville Avenue, Geyserville, CA 95441
(707) 857-3410 Denise McCullough, Principal

**Classified Position Announcement:
Geyserville New Tech Academy Campus Administrative Assistant**

Application Deadline: 4/26/19

The goal of Geyserville Unified School District is to provide the leadership needed to ensure that systems and operations run as smoothly as possible enabling staff and students to go about exemplary teaching and learning. An additional intention is to build upon the strengths of those staff members and utilize their skills and talents to assist with this goal.

Under the supervision of the School Principal/Superintendent, the GNTA Administrative Assistant serves as secretary, receptionist, and registrar for the GNTA campus, handles a variety of student, parent, faculty and public contacts, performs a variety of highly responsible clerical and data reporting work and does other related work as required.

**PLEASE REFER TO ATTACHED JOB DESCRIPTION
FOR SPECIFIC LISTING OF DUTIES, SKILLS AND REQUIREMENTS.**

Employment Requirements:

- High School diploma or equivalent
- Post secondary education is desirable.
- Knowledge of Microsoft Word, Excel and the Google Platform
- Any combination of training and experience which would provide the necessary knowledge, abilities and skills listed in the full job description. An example would be: Experience working or assisting in a school office.
- Secretarial, clerical, and data reporting training
- Clear driving record
- Ability to follow oral and written directions
- Ability to act as communication center for school, via mail, phone, email and personal contact with staff, students, parents and community members
- Willing to establish and maintain cooperative relationships
- Ability to complete and maintain detailed and confidential records as required by school policy and current law
- Ability to administer multiple projects concurrently

District Office
1300 Moody Lane, Geyserville, CA 95441 (707) 857-3592
~The Valley of Distinguished Schools~

Salary, Schedule & Benefits:

- Salary begins at \$16.47 per hour, based on the Classified Salary Schedule at C-21.
- 8 hours per day, Monday – Friday. This is an 11-month position which will begin on Tuesday, August 6, 2019 and end on Thursday, June 4, 2020. (May change after approval of the District Calendar.)
- Training provided on a supplemental basis prior to the beginning of the school year.
- Benefits include medical, dental, vision and life insurance plans; state retirement fund contribution; additional insurance and financial planning options; 11 paid holidays, including a floating holiday.

To apply, please submit the following:

In-House: Letter of Interest

Outside: District Classified Application
Cover Letter (indicating experience and interest in position); Resume can be submitted as an addition to cover letter.
Two (2) Job Related Letters of Reference (dated within the past 2 years)
Copy of College Transcripts; Any Additional Related Certifications
Copy of Valid CPR/First Aid Card/Certificate

Documents can be mailed or delivered to: Shannon Marckx, HR Coordinator
c/o Geyserville USD
1300 Moody Lane
Geyserville, CA 95441

Applications are also available at: www.edjoin.org

Other Requirements:

Fingerprinting: In accordance with AB 1610 & 1612, Chapter 452 & 840, all employees must complete fingerprint background clearance through the California State Department of Justice prior to beginning work.

TB Test: Before employment and beginning work for this District, you will be required to file evidence of having had a tuberculosis examination (Intra-dermal skin test) with a negative result. Medically verified positive skin test results require a chest x- ray. You will be responsible for the cost of this test.

Work Authorization: As required by the Immigration Reform and Control Act of 1986, all persons offered employment must provide the District with documents that established their identity and employment eligibility.

The Geyserville Unified School District is an Equal Opportunity Employer and as such does not discriminate on the basis of race, color, sex, age, religion, national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.

Geyserville New Tech Academy – JOB DESCRIPTION
CLASSIFIED EMPLOYEE: GNTA CAMPUS ADMINISTRATIVE ASSISTANT

Salary Classification: C21; Terms of Employment: 11 months (205 days); \$16.47 starting

DEFINITION:

Under the supervision of the Principal/District Superintendent, the GNTA Campus Administrative Assistant provides all services required to administer successfully the operations of the campus office. The GAA positively interacts with students, parents, faculty and the community as well as provides leadership and follow-through with a wide variety of district projects as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

Accurately written English language spelling, grammar, punctuation and vocabulary.

Mathematical procedures for basic accounting and purchasing assignments.

High-level use of technology and a wide variety of software programs.

Ability to:

Independently perform complex technical projects.

Quickly learn to utilize a variety of computer programs and reporting systems with accuracy.

Maintain strict confidentiality within a small close-knit community.

Communicate respectfully and effectively with a wide variety of personalities and situations requiring diplomacy, friendliness, poise and firmness when necessary.

Provide a welcoming, positive first impression for all who enter the school office.

Multi-task and work efficiently with frequent distractions.

Effectively prioritize work projects while flexibly re-prioritizing time as necessary.

Create, distribute and manage a variety of schedules.

Maintain organized files.

Purchase, receive, manage, and distribute school materials and supplies.

Assist with a variety of committees and district projects as assigned.

Welcome and promote new families to our district, assisting parents with the registration process in English and Spanish, primarily.

Learn and adhere to rules, regulations, laws and policies governing the School District.

MINIMUM QUALIFICATIONS/STANDARDS REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS:

Must be able to use a variety of automated office equipment such as computers (for long periods of time), copiers, typewriters, calculators, etc. Must be able to exert a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects. Due to amount of time spent standing and/or walking, physical requirements are consistent with those for Light Work.

Requires the ability to compare and/or judge the readily observable, functional, structural, or composite characteristics (whether similar to or divergent from obvious standards) of data, people or things.

Requires the ability to speak and/or signal people to convey or exchange information. Includes receiving instructions, assignments and/or directions from superiors.

Requires the ability to read a variety of correspondence, reports, handbooks, forms, lists, etc.

Requires the ability to prepare correspondence, simple reports, forms, etc., using prescribed format.

Requires the ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic, or schedule form.

Requires the ability to record and deliver information, to explain procedures, to follow oral and written instructions. Must be able to communicate effectively and efficiently in standard English.

Requires the ability to utilize mathematical formulas; to add and subtract; and to utilize decimals and percentages.

Requires the ability to inspect items for proper length, width and shape.

Requires the ability to coordinate hands and eyes rapidly and accurately in using office equipment.

Requires the ability to handle a variety of office machines, etc. Must have minimal levels of eye/hand/foot coordination.

Requires the ability to deal with people beyond giving and receiving instructions. Must be adaptable to performing under stress and when confronted with persons acting under stress. Requires the ability to talk and hear: (Talking: expressing or exchanging ideas by means of spoken words. Hearing: perceiving nature of sounds by ear). Must be able to communicate via telephone.

EDUCATION:

High school diploma or equivalent is required.
Post-secondary education is desirable.

ADDITIONAL DESIRABLE REQUIREMENTS:

Ability to read, write, comprehend and converse in Spanish
Experience working in schools and with students
Technical and clerical experience
Knowledge of Microsoft Word, Excel and the Google Platform

EXAMPLES OF DUTIES AND RESPONSIBILITIES:

Duties and responsibilities may include, but are not limited to the following:

Performs as communications center for the school, handling mail, phones, daily bulletins, calendars, faxes, E-mail, website, all-calls, notes, messages, etc.

Maintains availability at reception area to handle and direct any situation for appropriate resolution.

Keeps current files for all necessary school and office records.

Maintains daily student attendance records and registers, establishes and maintains accurate, up-to-date student records and transcripts and is responsible for all County and State attendance accounting.

Prepares and updates class schedules for students

Processes incoming and outgoing students, requesting, receiving, sending student records in an appropriate and timely manner, assigning lockers.

Assist principal/superintendent as requested to attend meetings and committees, taking and distributing notes.

Issues student work permits.

Administers basic first aid, notifies parents in case of major injury or illness, and maintains student injury records, emergency procedure card file and first aid supplies.

Prepares regular or computerized report cards for all students, generates GPA report for honors list, organizes and mails report cards, progress reports, quarterly; assists in evaluation of students' eligibility for graduation.

Assists with a wide variety of student activities and events such as graduation, etc.

Organizes and maintains staff attendance records, absence, or other staff records as needed or directed.

Manages computerized school student data system. Enters, maintains, updates and retrieves a variety of student data.

Assists with and compiles information for grants, state and local reports.

Manages, under administrative supervision, all aspects of school supplies: inventory, purchasing, ordering, distribution, and recordkeeping.

Maintains and/or arranges for maintenance of office equipment.

Manages and follows-through with a wide variety of district projects as assigned by the principal/superintendent.

Supervises students during break, lunch, assemblies and student activities as directed.

Organizes and maintains emergency supplies.

Maintains and updates student and staff handbooks.

Prepares and provides Substitute schedule/class coverage as needed.

Assist District Office Staff with CALPADS and other reports. Input and update a variety of student, attendance, health, safety, cumulative records and other data in an assigned computer system or database, including CalPads, SchoolWise, etc.; for the purpose of assuring current information.

Update and maintain school web page as directed.

Maintain and coordinate Community Service hours for students.

Coordinates and tracks the distribution of facility keys to appropriate personnel.

Facility Use Coordinator for the District.

Prepare and maintain a variety of program records and reports: ex., Medi-Cal, enrollment, CBEDS; establish and maintain filing systems for purpose of submitting mandated reports according to established time lines.

Coordinate and manage distribution of information as related to student assessment (state, federal and local) for the purpose of assuring program compliance, training and guidance on regulations and mandates.

DISCLAIMER:

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees to this job.

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national origin, ancestry, disability, veteran status, marital status, or any other status protected by law.*