



**ADMINISTRATIVE ASSISTANT
(\$12.00 - 15.00 hourly)**

POSITION DESCRIPTION:

Under the supervision of an administrator, as part of a case management team, assists staff with recordkeeping, instructional assistance, and interaction and communication with clients, staff, parole agents, and other agencies.

Must be able to pass CDCR clearance. A criminal record will not automatically disqualify applicants.

DUTIES AND RESPONSIBILITIES:

Classroom/Academic Support:

Provides one-on-one and group instruction in assigned subject matter; assists clients with self-help, job readiness, and social skills; assists clients in extra-curricular activities; supervises clients in class setting as directed by staff; administers and corrects client assessments; assists clients in using computers; models appropriate behavior for clients; maintains site morale; adapts materials and equipment to meet specific needs and learning styles of the client; evaluates client progress on work assignments and shares with staff; assists in the physical setup and cleanup of the classroom for group instruction, projects, and activities; provides staff with input for client Case Management Plan (CMP); assists staff with daily and weekly lesson/work plans and follow-through; operates standard office and classroom equipment; provides first aid/cardiopulmonary resuscitation (CPR) as needed when properly certified; maintains awareness of physical and emotional changes in clients and reports concerns to staff; attends in-services and staff meetings as required.

Recordkeeping:

Assists staff in maintaining accurate records and reports including attendance records, case notes and daily charts of client progress, lunch count, emergency information, transcripts, client intake files/records, client accident and incident reports, and various related forms; completes incident reports for both positive or negative circumstances; corrects completed work assignments and records grades; assists in ordering and maintaining classroom supplies, equipment, and materials; operates computer for preparation of class lists, schedules, documents, and recordkeeping.

Communications:

Communicates with clients, parole agents, instructional and support staff, and other agencies by letter, phone, e-mail, fax or personal contact as directed by the administrator or other staff; develops and maintains a professional rapport with program staff; demonstrates sensitivity to needs of clients, staff, and parole agents; maintains confidentiality of information regarding clients; may assist bilingual clients with interpretation or translation.

MINIMUM QUALIFICATIONS**Education, Training, and Experience:**

Possession of a high school diploma or equivalent; any combination of training and experience which demonstrates ability to perform the duties and responsibilities as described, including previous experience working with groups of children or adults; experience working with at-risk/high-risk children and/or adults with disabilities highly desirable.

Knowledge of:

Basic reading, writing, and math, as identified by passing a proficiency test in those three areas; basic clerical and record keeping procedures.