

**CATEGORICAL ADMINISTRATIVE TECHNICIAN****Definition:**

Under general supervision, to serve as the assistant to a District level administrator and to perform the duties necessary to successfully implement the activities of State and Federal categorical programs; to perform highly complex and technical clerical work; to interpret policy and administrative regulations and state law; and other related duties as required.

**Distinguishing Characteristics:**

Must possess prior experience or skills to successfully support schools in managing complex projects with definable outcomes and other characteristics required by the specific grants and/or funding sources, exercising a high degree of judgment, discretion, and initiative. Must have a wide knowledge of District, state and federal laws; the policies and operations of the office in which he/she works, as well as the school District; be able to apply this knowledge in the performance of his/her assigned tasks; and to communicate this information to the public and staff members.

**Essential Functions:**

- ❖ Assists in coordination and monitoring of department matters to insure legal compliance.
- ❖ Understands the funding source outcomes and programs activities.
- ❖ Assists in the development of District policies and procedures.
- ❖ Applies appropriate laws, policies and procedures to meet all legal deadlines; coordinates activities into component tasks and devises a task schedule for timely completion.
- ❖ Determines in advance the documentation that will be required for evaluation of project outcomes and designs a collection system to ensure project goals are met.
- ❖ Transmits confidential or sensitive information as appropriate; provides technical information concerning policies and procedures of assigned categoricals according to established guidelines.
- ❖ Assists District employees with successful performance of duties to accomplish program outcomes.
- ❖ Initiates and prepares District Board Agenda items as necessary.
- ❖ Provides training and/or awareness for employees, District staff, and the community.
- ❖ Facilitates and fosters cooperation between regular staff and categorical staff.
- ❖ Makes decisions and maintains projects with some immediate intervention of administrator, including short and long term planning.
- ❖ May be asked to act as liaison with state, federal, and/or local regulatory agencies. Keeps informed of new state and federal laws.
- ❖ Prepares correspondence, using notes, instructions, or own knowledge of the matters involved for signature of supervisor.
- ❖ Signs paperwork which does not require administrative review.
- ❖ Works with other departments in the school system and coordinates reports to meet time schedules.
- ❖ Receives, compiles, and types material for studies; keeps records, memos, bulletins, reports, and other documents as necessary; initiates and answers telephone calls. Receives and transcribes dictation; including minutes of meetings.
- ❖ Schedules appointments and/or interviews contacts, including teachers, administrators, parents, or other persons; either furnishes desired information, or provides assistance, or refers caller to proper authority.
- ❖ May supervise clerical assistants.
- ❖ Performs other related duties as assigned.

**Qualifications:****Knowledge of:**

Categorical program, District, state and federal laws; including California Education Code sections related to categorical funding received by the District. Modern office methods and practices, including computer systems, related software, filing systems, receptionist and telephone techniques, business forms, letter writing, proofreading, report writing and typing techniques.

**Ability to:**

Learn, interpret, and apply school District policies, laws and rules and regulations; prepare legal documents for presentation to the Board of Education, District, and state personnel; exercise good judgment in a variety of situations; work well under the pressure of deadlines and with frequent interruptions; compose correspondence independently; work effectively and responsibly with a wide variety of situations and personalities requiring diplomacy, with friendliness, poise and firmness; maintain cooperative relationships with those contacted in the course of work; understand and carry out complex oral and written instructions; take dictation at a speed of 100 words per minute and transcribe it accurately or transcribe accurately and efficiently from a dictating machine; type at a speed of 60 words per minute from clear legible copy.

**Experience:**

Four years of broad, varied, and increasingly responsible experience in clerical work, preferably in the field of public education. (A maximum of two years of college education in public education, or in public or business administration may be substituted for experience on a year-for-year basis.)

**Education:**

Equivalent to completion of two years of college. Responsible secretarial position may be substituted for required education on a year-for-year basis.)

Approved: September 17, 2009