

	<p style="text-align: center;"><b>MHELA</b></p> <p style="text-align: center;"><b>ADA Administrative Reader - Confidential</b></p>	<p>Initial Date: August 4, 2015  Board Approval: August 18, 2015  Personnel Commission:  Revision Date:  Range: Supervisory and Confidential  Reports to: Site Administrator/Principal</p>
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**DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES:**

Under direction of an assigned administrator, performs a variety of responsible duties to “be the eyes” and assist the assigned administrative staff member with activities and duties requiring sight. Employees in this classification receive general supervision within a framework of standard policies and procedures. This job class requires knowledge of education procedures and policies, a high degree of positive contact with students, staff, parents, and community members and displays professionalism and sensitivity with extremely confidential information.

**DISTINGUISHING CHARACTERISTICS:**

Positions in this class are assigned to provide general support functions for the assigned Administrative staff member that requires assistance with reading and other functions requiring sight.

**REPRESENTATIVE DUTIES:**

- Assist Administrator in reading e-mail, mail, correspondence, and navigating computer software programs and web pages
- Read aloud or verbally describe the visual elements of materials that are not otherwise accessible to the Administrator; read and describe the visual information accurately without interpreting
- For graphics such as charts, graphs, and data tables, describe them in detail effectively so that the Administrator is provided with full content of the information
- Assist Administrator in completing research or data analysis using various websites and software programs or application
- Provide side-by-side support with Administrator during the regular work day for activities and operations requiring sight, which may include brunch and lunch supervision
- Attend with Administrator various meetings as assigned; take notes, transcribe, or read material as required
- Assist the Administrator with the use of office equipment, and any other special audio-video equipment or technology
- Assist Administrator in completion of paperwork relevant to the Administrative position
- Maintain confidentiality, in accordance with policies, of all information in the Administrator’s office, including but not limited to student records, employee evaluations, employer-employee relations, and collective bargaining strategies
- Assist Administrator in behavior management of students using positive behavior interventions.
- Assist Administrator in providing minor first aid when required
- Perform other related duties similar in scope and function as required or assigned by Administrator

**KNOWLEDGE AND ABILITIES:**

- Ability to see and read, with or without vision aids; ability to hear and understand speech at normal levels; ability to communicate so others will clearly understand normal conversation
- Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

- Skill in operating a variety of equipment including computer, printer, calculator, copiers, LCD projector, DVD/VCR player, and various computer hardware and software programs including SIS (student information system) and other software programs and applications
- Skill in learning general techniques for assisting students
- Skill in understanding assigned Administrator needs and approaches involved in working with students, staff, and parents
- Ability to understand and follow written and oral instructions
- Skill in establishing and maintaining effective work relationships with those contacted in the performance of assigned duties
- Ability to multitask and prioritize

**WORKING CONDITIONS:**

**PHYSICAL DEMANDS:**

- Manual dexterity and physical condition to maintain a daily work schedule.
- Light to moderate physical effort standing and/or walking for extended periods of time. Pushing, pulling, lifting and moving instructional materials and equipment.
- Moderate to high stress level.

**ENVIRONMENTAL CONDITIONS:**

- Indoor and outdoor in a school environment.
- Temperature - normal climate.
- Daily contacts with students, teachers, school and District staff.
- Frequent contact with parents, community members, law enforcement, and other outside agency personnel.

**HAZARDS:**

- Exposure to and contact with blood and other body fluids; exposure to communicable diseases
- All body fluids shall be handled as if infectious; universal precautions policy to be consistently implemented

**EDUCATION AND EXPERIENCE:**

- High school diploma or equivalent.
- Clerical experience desired

**LICENSES AND OTHER REQUIREMENTS:**

- May require a valid California's Driver's License
- May require pre-employment physical examination
- First Aid and CPR certification desirable

**EMPLOYMENT STANDARDS:**

Dexterity and physical condition to maintain a daily work schedule and meet standards of physical and mental health. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.