

**CHANDLER UNIFIED SCHOOL DISTRICT
JOB DESCRIPTION**

CLASSIFICATION: OFFICE
TITLE: ADMINISTRATIVE ASSISTANT I (RESEARCH)
CALENDAR: [ADMINISTRATIVE ASSISTANT I](#)
SALARY: [GRADE 13](#)

Job Goal

Independently perform moderate to complex administrative and technical tasks including, but not limited to, the compilation, organization, and analysis of data

Minimum Qualifications:

- High school diploma or equivalent with emphasis on appropriate business courses
- Three or more years progressively responsible experience requiring above average technical skills
- Skill in operating a personal computer utilizing a variety of hardware or software applications and peripheral office equipment including a working knowledge of Microsoft Office (Word, Power Point and Excel).
- Skill in reading, interpreting, understanding and applying relevant Federal, State and CUSD rules, regulations, policies and procedures
- Ability to synthesize data from multiple sources and present findings to a variety of audiences using appropriate presentation strategies
- Ability to manage multiple tasks
- Strong quantitative and statistical analysis skills
- Ability to type accurately at an acceptable rate of speed
- Ability to work cooperatively with parents, students, staff and the general public
- Knowledge of and adheres to Federal, state and district policies, regulations and rules
- Vision and hearing adequate to exercise job responsibilities in a safe manner

Core Job Functions:

- Perform a variety of data analysis functions including extracting, reviewing, coding and entering from source materials
- Identify and reconcile routine and complex data input discrepancies
- Extract and compile information from multiple databases to produce routine and specialized reports
- Compile information and prepare a variety of statistical reports
- Maintain, update and create appropriate files and records
- Handle a variety of correspondence, reports and other materials pertaining to parents, students and staff; maintains confidentiality of information
- Organize multiple and ongoing projects
- Input and update information into computer
- Answer phones, draft and prepare correspondence, schedule meetings, conferences and other activities and maintain schedule of appointments for the Director of Research and Accountability
- Research and respond to inquiries from staff and outside agencies as appropriate
- May supervise and assign work to others
- Perform related duties as requested
- Perform all duties in a safe and prudent manner as directed

Core Values/Professional Qualities:

- Respond to all internal and external customers, as it relates to position, in a prompt, efficient, friendly and patient manner
- Function effectively as a team member
- Be responsible, reliable and punctual
- Be flexible and adaptable to change
- Positively accepting direction
- Establish and maintain courteous, cooperative working relationships with students, staff and parents
- Direct constructive criticism toward improving the district
- Exercise positive problem solving behavior and conflict resolution skills
- Adhere to the dress code appropriate to the site and job
- Share sensitive student and staff information on a need to know basis
- Be a positive role model
- Work with a large cross section of people in a professional and non-judgmental manner
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