



**HEMET UNIFIED SCHOOL DISTRICT**  
1791 West Acacia Avenue – Hemet, CA 92545-3637 - (951) 765-5100

## **PROFESSIONAL DEVELOPMENT ACADEMY PROGRAM ASSISTANT II**

### **JOB SUMMARY**

Under general supervision, the Professional Development Academy Program Assistant II will perform complex clerical work of above average difficulty involving effective planning and facilitation of meetings and trainings from start to finish, creating and maintaining records, data entry, effective communication with outside vendors, other departments and internal staff; perform essential job duties and responsibilities and other related work as may be required.

### **ESSENTIAL JOB DUTIES AND RESPONSIBILITIES**

- Act as a receptionist in the department and provide information and assistance to District employees, outside vendors, and the general public through personal contact, email or telephone;
- Maintain the Professional Development management software, including reporting, profiles, registration and confirmation information, description of trainings, calendar events, record keeping, and other data related to training events;
- Maintain a variety of online calendars to ensure effective planning and reservation of resources;
- Create marketing materials for professional development events and distribute to all stakeholders via email, website and/or any other methods of effective, timely notification.
- Meets with the training provider to plan and organize every aspect of the event, ensuring that all details of their event are arranged and space reserved appropriately;
- Constantly communicate with the training provider and attendees to keep abreast of changes and additions to inservices/trainings;
- Work with the training provider to obtain necessary equipment, materials, and supplies to ensure the highest quality training experience and learning environment for all staff members, including participants from other school districts;
- Plan and order necessary refreshments for training events, ensuring food is delivered, set up and removed. May be required to serve refreshments and/or meals at events.
- Sets up events including, but not limited to, preparing materials and supplies, decorate room and table tops, assemble furniture, rearrange furniture location, and prepare and troubleshoot all technology devices and presentation tools necessary;
- Close down events including, but not limited to, return all supplies, clean the room, disassemble furniture, and return furniture;
- Collect and summarize event evaluations for training provider;
- Demonstrate organizational skills through implementation of routines and procedures to ensure effective and efficient practices;
- Drive a motor vehicle for deliveries;
- Perform other relate work as may be required.

### **EMPLOYMENT STANDARDS**

#### **KNOWLEDGE AND ABILITIES**

##### **Knowledge of:**

- Principles and processes for providing customer and personal services, including customer needs assessment and meeting quality standards for client services;
- Clerical procedures and systgems such as word processing, managing files and records, modern office procedures and terminology;
- Record keeping and record management; Planning all aspects of large-scale events;
- Correct English usage, spelng, grammar and punctuation.

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(Continued)

**EMPLOYMENT STANDARDS (Continued)**

**Ability to:**

- Communicate effectively, both orally and in writing;
- Understand and carry out oral and written directions;
- Prioritize work
- Learn and utilize new and current technologies;
- Work independently and without the need for more than minimal supervision;
- Work under pressure in tight deadlines;
- Problem-solve and identify alternative solutions;
- Manage one's time effectively to meet schedules and timelines;
- Drive a vehicle;
- Establish and maintain effective working relationships with those contacted in the course of work.

**EDUCATION AND EXPERIENCE**

**Education:** Equivalent to graduation from high school, and possession of the knowledge and abilities listed above.

**Experience:** The skills, knowledge and abilities listed above would typically be acquired through training equivalent to twelve (12) semester units and/or at least three (3) years experience in clerical, event planning, and technology.

**REQUIRED LICENSES AND/OR CERTIFICATES**

A Class C California Driver's License is required. Driving a vehicle is required in the course of work and operator must possess a valid California Driver's License and maintain possession of such license during the course of employment; have an acceptable driving record; and must be insurable at standard rates by the District's insurance carrier and maintain such insurability.

**PHYSICAL DEMANDS AND WORKING CONDITIONS**

The physical requirements indicated below are examples of the physical demands that this position classification must perform in carrying out the essential job duties and responsibilities listed above.

**Physical Demands:** Sitting (up to continuously); stand, walk, bend, stoop, look up/down (occasionally); push, pull, twist, squat, climb stairs (infrequently); repetitive hand activities within close reach, such as keyboard, mouse, handwriting, files & phone (continuously); lift/carry office supplies up to 10 pounds (occasionally), to 30 pounds (infrequently); use seeing, hearing and speaking.

**Working Conditions:** School office and grounds. Exposure to: inside/outside temperature swings, use of office equipment & supplies, proximity to alarms.

Reasonable accommodations may be made to enable a person with a disability to perform the essential duties and responsibilities of the position.

**EMPLOYMENT STATUS**

A Classified Bargaining Unit Position  
Range 29