

EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

BASIC FUNCTION:

Under the direction of the Superintendent, perform highly complex and responsible secretarial and clerical duties for the Superintendent and Board of Education; perform a variety of administrative assistant responsibilities requiring independent judgment to relieve the Superintendent of administrative details; coordinate communications and information; interpret policies and regulations to parents, staff and the public.

REPRESENTATIVE DUTIES:

- Perform complex duties as confidential secretary to the Superintendent, relieving the Superintendent of a wide variety of difficult and routine secretarial and administrative details. **E**
- Attend Board meetings and perform various secretarial and administrative assistant duties for the Board, including coordination and preparation of agenda and supporting materials, and preparation of minutes following Board meetings; provide for proper recording of Board proceedings; maintain and update Board policy manuals; post agendas; maintain official permanent record of Board minutes; research permanent minutes for information as requested. **E**
- Coordinate communications and information; obtain, interpret and provide information to teachers, parents, organizations and others concerning office functions, policies and procedures; assist in resolving concerns of parents and community members; schedule appointments and maintain appointment calendar; communicate with news media. **E**
- Receive, screen and route telephone calls; answer questions, refer to appropriate staff members or schedule appointment with the Superintendent. **E**
- Perform special projects and prepare various forms and reports on behalf of the Board and the Superintendent; attend to administrative details on special matters as assigned. **E**
- Compose difficult correspondence independently on a variety of matters; compile and type various letters, reports and statistical data as directed; prepare legal documents for signature by Board and Superintendent; prepare state or county mandated reports and submit reports according to established timelines; prepare negotiation proposals and maintain confidentiality of sensitive information. **E**
- Make conference and travel arrangements for the Superintendent and the Board. **E**
- Maintain the Superintendent's calendar, confidential files and official records; maintain official copy of District policies and administrative regulations and hand books. **E**
- Operate a computer and other office equipment as assigned. **E**
- Receive, open, screen, and distribute mail to appropriate staff; respond to mail as directed. **E**
- Maintain current knowledge of statutes, policies and procedures related to assigned activities.
- Perform related duties as assigned.

KNOWLEDGE OF:

Functions and clerical operations of an administrative office.
District organization, operations, policies and objectives.
Applicable sections of the State Education Code, Board Policy, and other applicable laws.
Modern office practices, procedures and equipment.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Board agenda preparation and report formatting.
Oral and written communication skills.
Interpersonal skills using tact, patience and courtesy.
Filing systems, receptionist and telephone techniques, letter and report writing, editing and proofreading.
Operation of a computer and assigned software.

ABILITY TO:

Exercise judgment in relieving the Superintendent of administrative detail within a defined scope of established responsibilities.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Organize complex material and summarize discussions and actions taken in report form.
Compile and prepare comprehensive reports concerning a broad spectrum of subject matter.
Compose effective correspondence independently.
Maintain a variety of complex and confidential files and records.
Type 60 wpm net from clear copy; original certificate dated within 6 months is acceptable.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Plan and organize work.
Work confidentially with discretion.
Communicate effectively both orally and in writing.
Understand and follow oral and written directions.
Work independently with little direction.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level training, preferably in secretarial science, office management or related field and four years of responsible secretarial experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Office environment.
Constant interruptions.

PHYSICAL ABILITIES:

Hearing and speaking to exchange information.
Seeing to read a variety of materials.
Dexterity of hands and fingers to operate a computer keyboard.
Sitting for extended periods of time.

7/1/14
SMJUHSD
Confidential