

EAST SIDE UNION HIGH SCHOOL DISTRICT

JOB TITLE: Executive Assistant to the Superintendent (Confidential)

SUPERVISOR: Superintendent

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

Under the direction of the District Superintendent, provides functions as a confidential secretary/executive assistant to the Superintendent of Schools and office assistant to the Board of Trustees; performs a wide variety of complex, confidential, and sensitive administrative support work involving a high degree of responsibility for public contact with school officials, including the Board of Trustees, District administration, staff, the public, students and parents.

TYPICAL DUTIES

Independently composes a wide variety of complex written materials (e.g. correspondence, memos, reports, event programs, and other materials) for the Superintendent and the Board of Trustees

Supervises the organization and coordination of agendas for the Board of Trustees meetings

Prepares and distributes meeting notices and agendas

Records, transcribes and prepares minutes of Board of Trustees meetings

Assists and responds to public inquiries regarding official Board minutes and public documents

Assists Superintendent and Board of Trustees in complying with the legal requirements of the Brown Act regulations as it relates to all Governing Board Meetings

Cooperates with District staff to implement District goals as applicable

Maintain, train and serve as a source/support for the District's online governance system

Assists parent groups as requested

Responds to a wide variety of calls, concerns and/or complaints for the purpose of resolving complaints/concerns, providing information and/or referring to appropriate personnel

Supervises the maintenance of necessary files and records for Superintendent

Maintains a wide variety of complex manual and electronic documents files and records for the purpose of providing up-to-date information and/or historical reference in accordance with established administrative guidelines and legal requirements

Provides confidential secretarial/executive assistant support to Superintendent, including day-to-day management of office functions, i.e.: phone calls, mail, and other forms of correspondence and disseminating information to staff and the public

Coordinates, checks, assembles and prepares Superintendent's Cabinet agendas and supporting documents

Serves as a member of the Superintendent's Cabinet

Records, transcribes and prepares minutes of Audit Committee meetings

Arranges committee meetings; prepares agendas, minutes and summaries of action taken

Maintains and updates Board Policies, Regulations and Bylaws

Acts as information source regarding Board policies, regulations, bylaws, procedures and objectives; receiving and interviewing callers and giving out information where judgment, knowledge, and discretion are required

Researches Board policies, education codes, government codes, federal regulations, state regulations to assist the Superintendent and Board of Trustees

Researches a variety of topics for the purpose of providing information and/or recommendations

Handles emergencies involving parents, students and staff as they occur

Schedules and coordinates appointments, travel and conference arrangements and itineraries for the Superintendent and Board of Trustees

Assists in accomplishing campus, department and District goals

Coordinates, trains, and directs the activities of clerical and other office personnel to maximize efficient workflow as designated

Oversees work activities within the office for the purpose of organizing assignments, monitoring progress, and ensuring completion within established guidelines

Maintains regular and punctual attendance to fully meet work responsibilities

Performs other related duties as assigned

EMPLOYMENT STANDARDS

Bilingual Spanish preferred

Knowledge of proper office methods and practices, including filing systems; business correspondence; receptionist techniques; report writing; experience with software programs; knowledge of word processing equipment and practice

Knowledge of proper English usage, grammar, spelling, vocabulary and punctuation

Knowledge of basic school district functions, policies, rules and regulations

Knowledge of legal requirements of Ralph M. Brown Act as it relates to Governing Board Meetings

Knowledge of Board Polices, Administration Regulations, Bylaws, Education Codes, and California Code of Regulations

Ability to understand and independently carry out complex oral and written instructions

Possess a high level of organizational skills

Ability to analyze situations and make decisions, or suggest and implement a suitable course of action without supervision

Ability to prioritize and coordinate workflow and deadlines

Ability to communicate tactfully and effectively in both oral and written form

Ability to demonstrate a high degree of confidentiality and skill in diplomacy

Ability to work under pressure

Ability to establish and maintain effective work relationships in the performance of required duties

Ability to type accurately at a rate of 60 words per minutes

MINIMUM QUALIFICATIONS

Possession of a valid California Driver's License

Associate of Arts degree in office management or business administration and six years of increasingly responsible secretarial experience, including four years as a secretary to a key administrator. Additional qualifying experience may be substituted for the required education on a year-to-year basis.

Computer literacy in Microsoft Office Suite is required.

Bachelor's Degree in public education, public administration, public relations or business administration is desirable

Attendance at Board meetings, study sessions, retreats, meetings and committees outside the normal workday is required

PHYSICAL DEMANDS AND WORKING CONDITIONS

1. **Seldom = Less than 25%**
2. **Occasional = 26%-50%**
3. **Often = 51%-75%**
4. **Frequent = above 76%**

- a. Ability to work at a desk, conference table or in meetings of various configurations [4]
- b. Ability to stand for extended periods of time [3]

- c. Ability to see for the purpose of reading laws and codes, rules and polices and other printed matter [4]
- d. Ability to hear and understand speech at normal level [4]
- e. Ability to communicate so that others will be able to clearly understand normal conversation [4]
- f. Ability to bend and twist, sit, stoop, kneel, push, and pull. [4]
- g. Ability to lift 5-25 lbs. [1]
- h. Ability to carry 5-25 lbs. [1]
- i. Ability to operate office equipment [4]
- j. Ability to reach in all directions [4]

REASONABLE ACCOMODATION

The District will comply with all legal requirements relating to reasonable accommodation for employees and job applicants.

Approved: 12/10/2015 Board Meeting