

## **EXECUTIVE ASSISTANT TO THE SUPERINTENDENT**

---

### **Purpose Statement:**

The job of Executive Assistant to the Superintendent is done for the purpose/s of providing a wide variety of complex and confidential administrative and secretarial support to the Superintendent and Governing Board; communicating information on behalf of Superintendent to school and district staff, other districts, public agencies, etc.; and acting as liaison between the Superintendent, Governing Board and staff and the public to provide information.

---

### **Essential Functions**

- Attends Board meetings and performs various secretarial and administrative assistant duties for the Board (e.g. coordination/preparation of agenda, etc.) for the purpose of recording the minutes in accordance with district policy and maintaining a variety of records related to Board activities.
- Chairs monthly administrative assistants meetings for the purpose of providing leadership and staff development, and serving as a resource for information.
- Compiles data from a variety of sources (e.g. Board agenda for meetings, various reports for district committees, budget, etc.) for the purpose of ensuring compliance with financial, legal and/or administrative requirements.
- Composes correspondence independently on a variety of matters (e.g. letters, reports, statistical data, memos, bulletins, lists, etc.) for the purpose of communicating information to school and district personnel, the community, state/local officials, etc.
- Coordinates a variety of activities for the Superintendent and/or Board (e.g. procedures, meetings, workshops, travel and accommodations, etc.) for the purpose of ensuring availability of facilities and/or equipment and delivering services in conformance to established guidelines.
- Maintains documents, files and records (e.g. Board Policy Book, budget reports, etc.) for the purpose of providing up-to-date reference and audit trail for compliance.
- Monitors assigned district activities and/or program components (e.g. Board/Superintendents budget, expenses, appointments, etc.) for the purpose of coordinating activities and ensuring compliance with established financial, legal and/or administrative requirements.
- Prepares special projects and various forms/reports on behalf of the Governing Board and the Superintendent for the purpose of ensuring the accuracy and completeness of materials and providing administrative support.
- Researches a variety of written information (e.g. current practices, policies, education codes, etc.) for the purpose of providing information, recommendations and/or addressing a variety of administrative requirements.
- Responds to inquiries (e.g. telephone calls, visitors, requests, concerns, questions) for the purpose of resolving problems from parents and community members, providing information and/or referring to appropriate personnel.
- Schedules a variety of activities (e.g. appointments, meetings, travel arrangements, etc.) for the purpose of coordinating the Superintendents calendar and making necessary arrangements for the Board members.
- Serves as a liaison to parents, students, committees and/or organizations on behalf of the Superintendent and/or Board for the purpose of conveying and/or gathering information required for district operations.
- Supervises assigned personnel (e.g. schedules, evaluates, trains, recommends new hires, recruiting, screening, etc.) for the purpose of ensuring department functions are performed efficiently and in conformance with required regulatory standards.
- Supports Superintendent and Governing Board members for the purpose of providing assistance with their administrative functions and maintaining confidentiality of issues related to negotiations, personnel and students.

## **Other Functions**

- Assists other personnel for the purpose of supporting them in the completion of their work activities.
- Serves as a Notary Public for the district for the purpose of providing notary services in compliance with state/federal regulations.

## **Job Requirements: Minimum Qualifications**

### **Skills, Knowledge and Abilities**

SKILLS are required to perform single, technical tasks with a need to occasionally upgrade skills in order to meet changing job conditions. Specific skills required to satisfactorily perform the functions of the job include: operating standard office equipment including pertinent software applications; performing standard bookkeeping/accounting procedures; planning and managing projects; preparing and maintaining accurate records.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge required to satisfactorily perform the functions of the job includes: strong knowledge of the concepts of grammar, punctuation and spelling; standardized accounting/bookkeeping principles

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and use basic, job-related equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing defined but different processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. In working with others, independent problem solving is required to analyze issues and create action plans. Problem solving with data requires analysis based on organizational objectives; and problem solving with equipment is limited to moderate. Specific abilities required to satisfactorily perform the functions of the job include: adapting to changing work priorities; communicating with diverse groups; maintaining confidentiality, meeting deadlines and schedules; setting priorities; working as part of a team; working with constant and sustained interruptions; working with detailed information/data.

### **Responsibility**

Responsibilities include: working under limited supervision using standardized practices and/or methods; managing a department; and directing the use of budgeted funds within a work unit. Utilization of significant resources from other work units is routinely required to perform the job's functions. There is a continual opportunity to impact the Organization's services.

### **Working Environment**

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling; and significant fine finger dexterity. Generally the job requires 60% sitting, 20% walking, and 20% standing. This job is performed in a generally clean and healthy environment.

**Experience** Job related experience within specialized field with increasing levels of responsibility is required.

**Education** Targeted job related education that meets organization's prerequisite requirements.

### **Required Testing**

Pre-Employment Drug Screening  
Pre-Employment Proficiency Test  
Pre-Placement Physical Exam

### **Certificates & Licenses**

Notary Public License  
Typing Certificate

### **Continuing Educ. / Training**

None Specified

### **Clearances**

Criminal Justice/Fingerprint Clearance  
Tuberculosis Clearance

---

### **FLSA Status**

Exempt

### **Approval Date**

4/24/2002

### **Salary Grade**

Supervisory 39