

---

---

## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

---

---

**JOB DESCRIPTION:**

The Executive Assistant to the Superintendent serves as general office manager and may delegate duties and responsibilities to other members of the classified staff in cooperation with the Superintendent. This person is responsible for all of the Superintendent's correspondence and files. This person is responsible for the preparation of reports and special projects as required. This person shall relieve the Superintendent whenever possible of administrative details and does other work as required. The secretary to the Superintendent serves in a confidential and management capacity and is a member of the Superintendent's Cabinet.

**QUALIFICATIONS:**

Education: Completion of the twelfth grade, BA Degree preferred.

Experience: At least four years of increasingly responsible clerical, stenographic and secretarial work, or some equivalent combination of education and experience. Knowledge of public school fiscal and personnel procedures preferred.

Knowledge: Correct business letter writing and business forms; Communicates effectively orally and in writing; English grammar, punctuation, spelling; accounting principles; and possesses knowledge of modern office methods, practices, and equipment. Interprets and applies District policies, state laws and rules, education codes, and government codes.

Ability: Ability to be pleasant, cooperative, and tactful in working with others. To handle confidential material with wisdom and discretion. To handle all situations with dignity and propriety. Perform responsible clerical work with accuracy and speed. Make arithmetical calculations quickly and accurately. Compile and maintain accurate and complete records and reports. Take dictation with reasonable speed and accuracy. Type accurately from clear copy at a rate of forty-five words per minute. Use computers and understand computer-based business applications. Understand and carry out oral and written directions. To operate office and duplicating machines. To carry out good public relations programs.

**TYPICAL ESSENTIAL DUTIES:**

1. Performs administrative assistant duties for the Superintendent and Board of Education as needed, including coordination of conference and travel arrangements, and assisting with Board requests and activities.

---

---

## EXECUTIVE ASSISTANT TO THE SUPERINTENDENT

---

---

2. This position requires work schedule flexibility and the attendance of the Executive Assistant to the Superintendent during evening/night meetings 2-3 times each month.
3. Attend to administrative details not requiring the immediate attention of the Superintendent and Board members.
4. Assist in the conduct of administrative operations for the Superintendent and trustees.
5. Assemble agenda items, send out Board reminders, and prepare Board agenda. Serve as recorder at Board of Education meeting. Compose and maintain the official minutes for appropriate review, distribution, and reference.
6. Manage the overall process of updating Board Policies, including creating drafts from CSBA documents and preparing materials for the Board.
7. Communicate advice and instructions from the Superintendent to others in the District office and at school sites.
8. Receive complaints and take corrective action or refer them to the proper person for resolution.
9. Use expertly a variety of computer applications, including word processing, databases, spreadsheets, and presentation, Web editing, and communications software.
10. Communicate effectively orally and in writing.
11. Multitask effectively with particular attention to time sensitive projects.
12. Use judgment, tact, patience and courtesy in establishing and maintaining effective working relationships with District staff, parents and the public.
13. Prepare reports for the District, County Superintendent, and State Department of Education. Prepare other reports as requested.
14. Maintain a complete filing system.
15. Manage district student accounts.
16. Coordinates with the Receptionist position.
17. Opens and screens incoming correspondence.
18. Receives and maintains confidential correspondence and materials of a sensitive nature for referral or files.
19. Disseminates information to public agencies, and staff regarding administrative operations, policies and procedures.
20. Provides initial contact, in person or by telephone, with persons wishing assistance, rendering direct assistance where possible, providing information, or referring as necessary to appropriate staff member, or making appointment with the Superintendent.
21. Serves as a member of the Superintendent's Cabinet, attends Board of Trustees' meeting as a member of the Superintendent's staff.
22. Performs special assignments, assist with clerical matters as needed, and other duties as assigned.

**ESSENTIAL PHYSICAL REQUIREMENTS:**

- 1 Stands, walks, bends over, kneels, crouches, reaches overhead, grasps, pushes and pulls, and climbs stairs. Moves, lifts and/or carries up to 25 pounds to waist height.
  - 2 Repetitive use of hands (i.e. fine manipulations, simple grasping, and power grasping).
  - 3 Sits, walks, or stands for extended periods of time.
  - 4 Dexterity of hands and fingers to operate computer keyboard or typewriter, standard office equipment and use a telephone.
  - 5 See and read a computer screen and printed matter with or without vision aids.
  - 6 Demonstrate normal depth perception.
  - 7 Read and understand rules and policies, labels, and instructions.
  - 8 Verbal communications, including the ability to speak and hear at normal room levels and on the telephone.
  - 9 Ability to work at a computer terminal for extended periods of time.
- Incorporated within one or more of the previously mentioned duties and responsibilities of this job description are the following essential physical requirements:

**Immediate Supervisor:** District Superintendent

**Assignment:** 8 hours per day as determined by the Superintendent

**Salary:** Classified Management Salary Schedule: Range 201