

TEMPLE CITY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

SUMMARY:

The Administrative Assistant serves as the confidential secretary to the Superintendent and the Board of Education members. The Administrative Assistant is responsible for independently performing a variety of complex administrative functions involving the operation of the Superintendent's office.

The Administrative Assistant to the Superintendent and the Board of Education serves as Public Information Officer for the District. The incumbent in this position plans, develops, and administers the District's community information program; coordinates the program with school site and District Office administrators; and is responsible for the broad areas of public information, community relations, and publications.

The Administrative Assistant serves as confidential employee exempt from the bargaining unit.

DEGREE OF SUPERVISION:

The incumbent is under general direction from the Superintendent.

Performance evaluations are done on a bi-annual basis by the Superintendent.

DUTIES AND TASKS:

(All tasks are essential functions unless noted with an S)

1. Manages the Office of the Superintendent:

A. Communication

- 1) Composes letters, memorandums, special reports, Board Policies, Regulations, Resolutions and other forms of written material;
- 2) Supervises the development and maintenance of office files and records;
- 3) Screens telephone calls and complaints received by the Superintendent's Office and refers calls to the appropriate individuals;
- 4) Communicates with the District's legal advisor concerning the business of the District as needed;
- 5) Notifies the appropriate personnel of decisions made by the Superintendent, Cabinet or Board of Education;
- 6) Receives visitors.

B. Calendar and Scheduling:

- 1) Maintains the Superintendent's calendar; schedules appointments;
- 2) Plans all details for conferences and travel for the Superintendent, the Board of Education and other personnel as needed;
- 3) Oversees the District master calendar with the PTA calendar, student calendar, individual school site, activities calendar and legal calendar;
- 4) Plans, organizes and/or schedules meetings.

2. Supports the Board of Education:

A. Works with members of the Board on various requests and details;

B. Prepares the Agenda for Board of Education meetings;

- 1) Compiles materials from all departments;
- 2) Prepares and distributes Board materials to the appropriate parties;

C. Takes and prepares, and maintains Board minutes as required by law;

TEMPLE CITY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

- D. Ensures Board Meetings are in compliance under Parliamentary Procedure and the Brown Act;
 - E. Oversees Revisions of District Policies and Regulations;
 - F. Provides advice to the Superintendent and Board Members concerning matters of protocol;
 - G. Keeps abreast of current laws, rules and policies;
 - H. Develops the Superintendent's and Board of Education budget;
 - I. Develops special recognition awards and certificates including, but not limited to, Public School Awards and Retirement Resolutions.
3. Plans, organizes and coordinates the flow of public information pertaining to District events and activities.
- A. Serves as the Public Information Officer of the District;
 - B. Coordinates the work necessary for the production and distribution of District newsletters, brochures and publications including but not limited to the School Accountability Report Cards and recognitions from the Board:
 - 1) Writes copy; edits and proofreads copy submitted by others;
 - 2) Arranges for the reproduction or printing of materials;
 - 3) Ensures adherence to timelines prescribed for District publications;
 - C. Coordinates public information activities with outside media organizations.
 - 1) Maintains effective communications with newspapers and other media sources;
 - 2) Collaborates with District and site personnel to publicize newsworthy items of interest, special events, student activities, etc;
 - D. Monitors information on the District website;
 - E. Maintains regular communication with local legislator's offices;
 - F. Reviews, analyzes and evaluates the District's public information program and prepares recommendations pertaining to program enhancement and improvement.
 - G. Performs public outreach for the District:
 - 1) Works with the Superintendent to resolve public relations problems, issues and concerns;
 - 2) Develops and promotes interest in citizen support groups;
 - 3) Participates in public relations activities such as publicity, advertising, and fundraising;
 - 4) Represents the District at civic functions;
 - 5) Speaks before civic and service organizations concerning District activities; and
 - 6) Coordinates special events and projects including fund development efforts such as TCUSD's Business Partnerships.
4. Supervision:
- A. Directs and supervises the staff assigned to the Superintendent's office;
 - B. Coordinates the scheduling of vacations, appointments and absences.
5. Other Duties as Assigned

TEMPLE CITY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

KNOWLEDGE, SKILLS, AND ABILITIES:

1. General Knowledge of rules, regulations, and laws concerning California school districts.
2. Working Knowledge of:
 - A. Rules, regulations, laws concerning issues relating to school districts governing boards;
 - B. The principles, practices, techniques and methods of gathering, preparing, and disseminating public information;
 - C. Current office management methods, analysis of systems and procedures;
 - D. Principles of supervision;
 - E. Fundamentals of writing, composition, layout and productions of mass-media communications;
 - F. Promotional public relations activities;
 - G. Administrative and managerial implications and requirements of public relations activities; and
 - H. Proper journalism practices.
3. Skills:
 - A. Type at a net corrected speed of 55 words per minute;
 - B. Computer proficiency with the applications in the Microsoft Office Suite;
 - C. Create reports, news releases, and related data in a clear, concise manner for broad public appeal as well as specialized audiences;
 - D. Maintain and prepare documents and handle administrative details and problems;
 - E. Speak effectively in front of a group;
 - F. Read and comprehend materials that contain specific vocabulary related to education;
 - G. Speak and act for others within parameter of stated or implied policies;
 - H. Make arithmetical calculations with speed and accuracy
 - I. Work under pressure with frequent interruptions.
4. Abilities:
 - A. Communicate orally and in writing so that others can clearly understand what is being said;
 - B. Analyze problems and develop alternative solutions;
 - C. Interpret and apply policies, rules and regulations, and laws using sound judgment;
 - D. Determine and retain privileged or confidential information;
 - E. Establish and maintain effective relationships with the public, press and media representatives, legislative contacts and District staff and;
 - F. Translate ideas and suggestions into an effective public relations program;
 - G. Organize, supervise and evaluate secretarial staff;
 - H. Work independently and follow through on assignments with minimal direction;
 - I. Interact diplomatically with the public in a high volume, continuous public contact setting.

QUALIFICATIONS:

Education:

- High school graduation or the equivalent, supplemented by additional training in

TEMPLE CITY UNIFIED SCHOOL DISTRICT
ADMINISTRATIVE ASSISTANT TO THE SUPERINTENDENT

office management and/or secretarial skills or college level courses in Business Administration, English and writing;

OR

- Associate of Arts degree from an accredited college or coursework equivalence in Business, or a related field;

OR

- College level coursework in Business, secretarial, or related fields.

Experience:

- Four years of increasingly responsible secretarial or administrative experience;
- At least two years of secretarial or administrative experience in an educational environment.

Other Requirements:

- Tuberculosis screening and clearance every four years.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable the individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** sit at a desk for extended periods of time; stand and/or walk for extended periods of time; hear and understand speech at normal levels; communicate so that others can clearly understand normal conversation; see for the purpose of reading or observing; reach in all directions; have dexterity of hands and fingers to operate a computer keyboard.

The employee is **occasionally required to** lift and/or carry objects up to 25 pounds in weight; bend, twist, stoop, or kneel.

WORK ENVIRONMENT:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is **regularly required to** work in an indoor climate controlled, windowless environment with moderate noise levels.

SALARY RANGE: 42