



Classification Specification

EXECUTIVE ASSISTANT I

Department:	District Administration
Reports To:	Cabinet Level Administrator
Supervises:	N/A
Approval Date:	June 24, 2020
Revised Date:	2010; 2020

General Description:

Provide a wide variety of highly responsible, complex, and confidential secretarial and administrative assistant duties to support a cabinet-level administrator; convey information regarding department functions and procedures; interpret policies and regulations to officials, staff and the public; plan, coordinate and organize assigned projects and site activities. The Executive Assistant I may serve as a confidential employee exempt from the bargaining unit.

Distinguishing Characteristics:

The Executive Assistant I classification reports to an associate or assistant superintendent and provides a wide variety of highly responsible and confidential secretarial and administrative assistant duties. This position requires four (4) years of increasingly responsible secretarial or administrative experience including at least two (2) years of secretarial or administrative experience in an educational environment. The Executive Assistant II classification reports to the superintendent and provides highly responsible and confidential secretarial and administrative duties to support the Board of Trustees. This position requires five (5) years of increasingly responsible secretarial or administrative experience including at least three (3) years of secretarial or administrative experience in an educational environment. The Executive Assistant III classification reports to the superintendent and provides highly responsible and confidential secretarial and administrative duties to support the superintendent; assists with public relations and flow of communications and information of the superintendent. This position requires six (6) years of increasingly responsible secretarial or administrative experience including at least four (4) years of secretarial or administrative experience in an educational environment.

Essential Duties and Responsibilities:

- Perform highly responsible duties as the primary and confidential secretary to an associate or assistant superintendent, relieving the administrator of a variety of secretarial and administrative details; plan, coordinate, and organize office and department activities and flow of

communications for the assigned administrator; maintain confidentiality of privileged and sensitive information.

- Compose correspondence, memorandums, reports, and meeting minutes independently on a variety of matters, including those of a confidential nature; compile and type various letters, forms, reports, contracts, packets, statistical data, bulletins, newsletters, notices, vouchers, lists, and other materials as directed; prepare, format, proofread, and review written materials; distributes as appropriate; opens and routes mail.
- Receive, screen, and route telephone calls and emails; greet and assist visitors; refer calls or visitors to appropriate staff members; take and relay messages; respond to questions, complaints, and inquiries from district personnel, parents, community members, and outside agencies; represent assigned administrator by phone and written communications; interpret policies and regulations to officials, staff, and the public.
- Collaborate with a variety of outside organizations and agencies to discuss and resolve issues that include, but are not limited to, insurance coverage, contracts, liabilities, and claims; state and district architectural, maintenance, and developer issues, subpoenas, contracts, and claims regarding legal counsel.
- Coordinate and schedule various appointments and meetings; make travel arrangements; reserve facilities; prepare and ensure proper completion of reimbursement forms; maintain and coordinate the associate and/or assistant superintendent's calendar.
- Maintain annual calendar of mandated items for board of education agenda; prepare and disseminate calendar of events; coordinate and arrange special events and activities for the assistant superintendent.
- Research and compile a variety of information, including Workers' Compensation, Consolidated Application (Con-App), and textbook adoption process; compute statistical information for various federal, state, and local reports; process and evaluate a variety of forms and applications related to assigned functions; merge a variety of data and computerized documents as needed; compute statistical information for various federal, state, and organizational reports as necessary; identify and resolve a variety of statistical discrepancies.
- Serve as a technical resource to staff concerning data input and reporting functions as assigned; respond to inquiries and provide information concerning related practices, applications, requirements, standards, techniques, and procedures; provide related training as required.
- Schedule, arrange, and process the use of facilities by community groups, athletic organizations, and other local agencies; serve as a liaison between personnel, administrators, and outside agencies concerning facility usage; verify and schedule events in response to facility use applications; prepare and distribute related schedules and activity calendars; obtain site approval and verify insurance information.
- Monitor and coordinate Workers' Compensation claims process; administer the daily operations of the Workers' Compensation program for employees, volunteers, and student workers who suffer on-the-job injuries and illnesses.
- Receive, sort, and route incoming correspondence; review and determine priority of incoming mail; compose replies independently or from oral direction; prepare notices, packets and informational materials for mailing.
- Attend a variety of meetings; prepare related notices, reports, presentations, and agendas; record and transcribe minutes; prepare and distribute minutes, updated records, statements, documents, and reports to appropriate personnel.
- Input a wide variety of data into an assigned computer system; maintain automated files and records; create queries and generate a variety of spreadsheets; ensure timely distribution and receipt of a variety of records and reports; ensure accuracy of input and output data.

- Coordinate, prepare, and maintain a variety of complex lists and records related to student information, enrollment, student records, intra/inter district transfers, personnel, financial activity, and assigned duties, including those of a confidential nature; establish and maintain filing systems.
- Perform special projects and prepare various forms and reports on behalf of the assistant superintendent; attend to administrative details on special matters as assigned; perform varied duties related to the assistant superintendent's area of responsibility and assigned programs.
- Communicate with other departments, administrators, and outside agencies to coordinate activities, exchange information, and resolve issues or concerns.
- Prepare, type, and process requisitions according to established guidelines; order, receive, and maintain inventory of supplies and equipment in accordance with established guidelines.
- Verify information for staff and outside agencies as requested.
- Develop and implement office procedures to ensure complete and timely operations.
- Train and provide work direction and guidance to assigned personnel as directed.
- Provide notarization on district documents as needed.
- Supervise student record retention and education verification process; administer and interpret adopted board policies relating to student enrollment; provide support to all school sites regarding enrollment issues as needed.
- Operate a computer and assigned software; arrange for equipment repairs as needed; drive a vehicle to conduct work.
- Perform other duties as required, related to the primary job duties of the assigned position.

Required Qualifications:

Knowledge of:

- Organizational operations, policies, and objectives.
- General knowledge of rules, regulations, and laws concerning California school districts business practice.
- Rules, regulations, laws concerning issues relating to enrollment, transfers, and permits as well as students records.
- Current office administration and management methods, analysis of systems, and procedures.
- Principles of training and providing work direction to others.
- Modern office practices, procedures, and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation, and vocabulary.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.
- Budgeting practices regarding monitoring and control.
- Methods of collecting and organizing data and information.
- Business letter and report writing, editing, and proofreading.
- Basic public relations techniques.
- Computer proficiency with the applications in the Microsoft Office Suite.

Ability to:

- Perform highly responsible and confidential secretarial and administrative assistant duties to relieve an assigned assistant or associate superintendent of a variety of administrative details.
- Interpret, apply, and explain rules, regulation, policies, and procedures.

- Analyze problems and develop alternative solutions.
- Adhere to schedules and timelines.
- Establish and maintain effective relationships with outside organizations and agencies, district staff, and community.
- Work independently and follow through on assignments with minimal direction.
- Plan, coordinate, and organize office activities and flow of communications and information for the assigned administrator.
- 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 files, records and reports.
- Ensure efficient and timely completion of office and program projects and activities.
- Understand and resolve issues, complaints, or problems.
- Train and provide work direction and guidance to assigned personnel.
- Plan, prioritize and organize work.
- Type or input data accurately at an acceptable rate of speed.
- Maintain confidentiality of sensitive and privileged information.
- Operate a variety of office equipment including a computer and assigned software

Education: High school graduation or the equivalent GED, supplemented by additional courses in business administration, English and writing; or an Associate's degree from an accredited college or university with coursework equivalence in business, public administration, or a related field.

Experience: Four (4) years of increasingly responsible secretarial or administrative experience. At least two (2) years of secretarial or administrative experience in an educational environment.

Licenses, Certifications, and other requirements:

- Notary Public certification.
- Valid California Class C driver's license.
- Proof of current and valid Tuberculosis screening.

Desirable Qualifications:

- N/A

Working Conditions:

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.

- Indoor/office work environment.
- Moderate noise levels.
- Contact with parents, students, and staff.
- Fast-paced work environment with changing priorities.
- Driving a vehicle to conduct work.

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 keyboard.
- Occasionally required to lift and/or carry objects up to 25 lbs. in weight.
- Bend, twist, stoop, or kneel.

Hazards:

- N/A

The information contained in this job description is for compliance with the Americans with Disabilities Act (A.D.A.) and is not an exhaustive list of the duties performed.